



TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, April 30, 2024, 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, Vice-Chair; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock; Joe Major; Gail Ostrout; Scott Cooney; Chris Holzwarth; Dennis Brown; Mary Kay Brown; Heidi Duto; Patti Holmes; Scott Holmes; Susanne Abetti; Nancy Nutile-McMenemy; Scott Hausler; Mary Lou Scelza; Teary Armstrong;

Present Participants on Zoom: Lana Livingston; Paula Nulty; Marcy Bartlett; Marie Alvin;

Absent: Mary Erdei, Clerk;

JAM Link: <https://www.youtube.com/watch?v=WleTnDgbEcM>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6:00PM.
- II. Pledge of Allegiance was recited and led by Patti Holmes.
- III. Local Liquor Control Board: Selectboard Chair, Mike Hopy recessed the Selectboard Meeting at 6:01PM and opened the Local Liquor Control Board.
 - a. Selectboard Member, Lannie Collins made the motion to Approve the NEW 3rd Class License for Putnam's Vineyard, LLC d/b/a Putnam's Vineyard, 188 South Main Street, White River Jct., VT 05001. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - b. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Cumberland Farms, Inc. d/b/a Cumberland Farms #8007, 1167 Hartford Ave., White River Jct., VT 05001 for a 2nd Class & Tobacco License & Tobacco Endorsement. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - c. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of Blood's Catering & Party Rentals, Inc., 1147 Hartford Ave, White River Jct., VT 05001 for a 1st & 3rd Class License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
 - d. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Quechee General Store, 5573 Woodstock Rd., Quechee, VT 05059 for 2nd Class License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
 - e. Selectboard Member, Ida Smith made the motion to approve the Renewal of Neshobe River Company, LLC d/b/a Foley Brothers Brewery, 5573 Woodstock Rd., Quechee, VT 05059 for a 1st Class License and an Outside Consumption License. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.
 - f. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of Veterans of Foreign Wars Post 2571 d/b/a VFW Post 2571, White River Jct., VT 05001 for a 1st and 3rd Class License. Selectboard Member, Sue Buckholz seconded the motion. 5 were in favor, 1 recused (Collins) and the motion passed.

- g. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Fontinalis, LLC d/b/a Fontinalis, 27 North Main St., White River Jct., VT 05001 for a 2nd Class License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- h. Selectboard Member, Ida Griesemer made the motion to approve the Renewal of Wolf Tree Hospitality, LLC d/b/a Wolf Tree, 40 Currier St., White River Jct., VT 05001 for a 1st Class, 3rd Class and Outside Consumption License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- i. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Quechee Club, Inc. d/b/a Quechee Club, 3268 Quechee Main St., Quechee, VT 05059 for a 1st Class, 3rd Class and Outside Consumption License. Selectboard Member, Ida Smith seconded the motion. All were in favor and the motion passed.
- j. Consider Renewal of: Quechee Club, Inc. d/b/a Murphy Farm, 78 Murphy Rd., Quechee, VT 05059 (1st Class, 3rd Class, Outside Consumption) This item was tabled to be reviewed at the next Selectboard Meeting May 14, 2024.
- k. Selectboard Member, Lannie Collins made the motion to approve the Renewal of Quechee Club, Inc. d/b/a Quechee Base Lodge, 3369 Quechee Main St., Quechee, VT 05059 for 1st Class, 3rd Class & Outside Consumption License. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.
- l. Selectboard Vice Chair, Kim Souza made the motion to approve the Renewal of The Skinny Pancake – Quechee LLC, d/b/a The Skinny Pancake, 7161 Woodstock Road, Quechee, VT 05059 for a 1st Class, 3rd Class & Outside Consumption License. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- m. Selectboard Member, Lannie Collins made the motion to approve the Renewal of The Midway Oil Corporation d/b/a Mobile Station, 906 Hartford Ave., White River Jct., VT 05001 for a 2nd Class & Tobacco License and a Tobacco Endorsement. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- n. Selectboard Member, Lannie Collins made the motion to approve the Renewal of The Quechee Pizza Chef, 5893 Woodstock Road, Quechee, VT 05059 for a 1st Class & Outside Consumption License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- o. Selectboard Member, Ida Griesemer made the motion to approve the Renewal of The Hanover Consumer Cooperative Society, Inc., d/b/a Co-op Food Stores, 209 Maple St., White River Jct., VT 05001 for a 2nd Class License. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.
- p. Selectboard Member, Brandon Smith made the motion to approve the Renewal of Stacy Hopkins d/b/a Scavenger Gallery, 41 South Main Street, White River Jct., VT 05001 for a 2nd Class License. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Liquor control Board at 6:26PM and reopened the Selectboard Meeting.

- IV. Local Cannabis Control Board: None
- V. Order of Agenda – There were no changes to the order of agenda.
- VI. Selectboard

- 1. Public Comment

Marcy Bartlett, from Wilder thanked the Board and Town for the anticipated water upgrades in Wilder. She has noticed lots of surveying being done in Wilder. She would be interested in the funding sources for this project. Town Manager, John Haverstock said there will be more information for DPW in the future. She also inquired about the wording on the 2nd School voting. It seemed to not be the same wording as on the Town ballot. Marcy also noted that #4 on the school ballot redefines quorum and vacancies for voting. She would hope that they will not have to resort to this and everyone would attend the meetings as they should.

- 2. Selectboard Comments and Announcements

Vice Chair, Kim Souza would like the Board to have a conversation soon about what professional development they would like this year. They should think about certain areas that interest the members. Kim offered to seek out what is available. The Selectboard Members should send suggestions to John. Sue Buckholz asked that “what is appropriated for Selectboard Members to comment on” should be addressed.

- 3. Appointments

- a. Selectboard Member Lannie Collins made the motion to Re-Appoint Joe Major to the Hartford Committee on Racial Equity & Inclusion (HCOREI) for a two-year term beginning April 30, 2024 and ending April 29, 2026. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

- 4. Town Manager’s Report

Liquor Board Training Opportunity

After the April 16 Selectboard hearing, a member of the Hartford Selectboard expressed concern to me that the Town’s Liquor Board was acting as little more than a “rubber stamp” in processing applications, perhaps owing to insufficient training on the proper role of a town’s liquor board. Lisa O’Neil and I have discussed the matter and Martin Prevost from the State’s liquor commission has offered to address the Selectboard/Liquor Board about the role you all play in the regulatory process. Apparently, he has provided this service to the Town in the past and can do it in approximately 15-20 minutes. I would appreciate hearing the views of the Selectboard on this.

361 South Street

The Town continues to work with FEMA, Vermont Emergency Management, the State Geologist and others to develop a plan to expeditiously demolish the house at 361 South Street and to attempt to stabilize the eroding bank nearby. Every step is being made to hold FEMA and the State to their promises to fully reimburse the Town for the planned buy-out and for the emergency need to demolish and remove the residence and stabilize the bank.

Charter Revision Process

Thanks to the Town Clerk and our entire State legislative delegation for their work in reporting election results and pressing ahead with legislation to enact charter revision proposals approved by Hartford’s voters at Town meeting and the special School District elections. A bill has been drafted and we hope that both the House and Senate will swiftly vote to approve it and send it to the Governor’s desk for his signature.

Policy on Policies

The Policy on Policies recently adopted by the Selectboard has undergone very minor tweaks to put the Policy on Policies into the also adopted Policy Template format. Please take the time tonight to sign off on the Policy on Policies over here on the signature table.

Town Manager Activities

Tonight, we will discuss the new Communications Specialist position (fka Public Information Officer). Our plan is to discuss the Community Nurse pilot program at the May 14 meeting.

Thanks to Scott Farnsworth for providing an excellent and inspiring tour of the Hartford Area Career & Technical Center on April 23 for myself and Selectboard members, Sue Buckholz, Brandon Smith, Ida Griesemer, and Kim Souza. If there are other Selectboard members wishing a tour of the facility, please let me know. HR Director Paula Nulty and I have recently met with Bryan Gazda, Chris Holzwarth and Jeremy Delisle to discuss several topics, particularly how we can retain key staff and get more aggressive on recruitment to fill the several vacancies within the Highway, Water and Wastewater divisions. One additional idea surfaced, namely the desire for more interaction between DPW and the Selectboard, perhaps to include periodic DPW updates on infrastructure planning—again Highway, Water and Wastewater.

Significant Activity Reports Link:

<https://www.hartford-vt.org/Archive.aspx?ADID=480>

5. Board Reports, Motions & Ordinances

- a. Review March 2024 Financial Reports – presented by Gail Ostrout, Finance Director.
- b. ARPA (American Rescue Plan Act) Fund Status Report – presented by Gail Ostrout, Finance Director
- c. Covered Bridge Half Marathon Road Closure Request – presented by Fire Chief Scott Cooney.

Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to close Dewey Mills Road as indicated in the application and issue a street closure permit to Covered Bridges Half Marathon for June 2, 2024. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- d. Ambulance Billing Write-Off – presented by Fire Chief, Scott Cooney.
Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to direct the Finance Director and the fire department to write-off \$159,567.86 as uncollectable ambulance debt. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

- e. Review and Adopt Local Emergency Management Plan – presented by Fire Chief, Scott Cooney.
Selectboard Member, Lannie Collins made the motion to adopt the 2024 Local Emergency Management Plan. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

- f. Discuss Communications Specialist Position (formerly known as Public Information Officer) – presented by Paula Nulty, HR.
Selectboard Vice Chair, Kim Souza made the motion that the

Selectboard supports the Town Manager to proceed with the recruitment and hiring of a Communications and Media Specialist, to become a regular Town employee. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

- g. Rehab of Green Sand Media Filter for WRJ Wastewater Facility – presented by Chris Holzwarth, Project Manager.
Selectboard Member, Brandon Smith made the motion That the Selectboard approve the Town Manager to award Carbon Filtration Systems, Inc. a phased contract spanning FY24 and FY25 for \$142,000 to rehabilitate two Greensand Vertical Pressure Water Filters with work on the second filter specifically to begin on or after July 1, 2024, and to approve any reasonable change orders in accordance with the purchasing policy. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- h. Zoning Board of Adjustment Committee Update – presented by Chris Lowe, Vice Chair of the Zoning Board of Adjustment.
- i. Hometown Hero Program the discussion continued. The Selectboard would like to first establish a Lightpole policy.
- j. Discuss Policy on Lightpole Banners. Discussion continued and the proposed policy was reviewed. The Selectboard will come back to this on the 14th with any proposed changes.
- k. Consider Revision of Selectboard Rules of Procedure – tabled.
- l. Fairview Terrace Declaration of Official Intent was read out loud by Chair, Mike Hoyt.
Selectboard Vice Chair, Kim Souza made the motion to adopt the Fairview Terrace Declaration of Official Intent. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Kim Souza

The Planning Commission met on April 15th. They elected officers. The Environmental Sustainability Coordinator will be scheduling a workshop with the Planning Commission & ZBA and Energy Commission to review changes to the newly revised State Energy Code which will be effective in July. Two applications from Black Rock Investments were continued to May 20th. After extensive discussion, Application #24-01 for a Site Development Plan for a car wash on Sykes Mountain Avenue was also continued to May 20th.

The Hartford Committee on Racial Equity & Inclusion (HCOREI) met on April 17th. The committee will be coming before the board at a future meeting to discuss amending the membership constitution portion of the groups charge and the committee chair will request a staff liaison position to be considered by the Town Manager. Updates were provided for the Community Safety Review, the VLCT Welcoming and Engaging Communities Cohort, IDEAL Vermont & the NAACP Windsor County Chapter

development.

- VIII. Consent Agenda: **Selectboard Vice Chair, Kim Souza made the motion to accept the consent agenda. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**

Please Note: Lannie Collins let it be known that at the last meeting he did not vote on the Wicked Awesome BBQ Local Liquor renewal.

Approve Payroll Ending: 4/27/2024

Approve A/P Manifest of: 4/26/2024 & 5/2/2024

Approve Meeting Minutes of: 4/16/2024

Selectboard Meetings Already Approved: 5/14/2024 and 5/28/2024

- IX. Adjourn the Selectboard Meeting
Selectboard Member, Sue Buckholz made the motion to adjourn the Selectboard Meeting at 9:30PM. Selectboard Member, Brandon Smith seconded the motion. All were in favor and the motion passed.



Mike Hoyt, Chair
4/30/2024 Meeting