



TOWN OF HARTFORD SELECTBOARD AMMENDED MINUTES

Tuesday, August 20, 2024, 6:00pm Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person

Present: Michael Hoyt, Chair; Kim Souza, Vice-Chair; Mary Erdei, Clerk; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member, Ida Griesemer, Member; John Haverstock, Town Manager; Lori Hirshfield; Gail Ostrout; Scott Hausler; Bryan Gazda; Chris Holzwarth; Mark Detzer; Mike Cagg; Brian Beaudoin.

Present on Zoom: Paula Nulty, Marcy Bartlett.

JAM LINK: <https://www.youtube.com/watch?v=rUdqqZdHzAA>

- I. Call to Order the Selectboard Meeting by Chair, Mike Hoyt at 6:00PM.
- II. Pledge of Allegiance was recited and led by John Haverstock.
- III. Local Liquor Control Board: None
- IV. Local Cannabis Control Board: None
- V. Order of Agenda: There were no changes to the order of agenda.
- VI. Selectboard
 1. Public Comment –
 - a. Mark Detzer expressed concerns about parking spot adequacy at the Brookside development in Wilder.
 - b. Marie Alvin expressed concern about drug use at facilities run by the Haven in town
 - c. Jennie Horn echoed concerns raised by Mark Detzer about parking spaces at the Brookside development in Wilder and expressed concern about possible manipulation of “affordable housing” reporting at the facility.
 - d. Tim Fariel advocated for routine performance appraisals of Town staff
 - e. Marcy Bartlett expressed concerns over the new Route 5 traffic pattern and confusion over interior access rules in the context of the ongoing Town-wide Reassessment process.
 2. Selectboard Comments and Announcements
 - a. Kim Souza expressed appreciation for the new flagpole in Room 1 and reminded everyone about the upcoming Selectboard Listening Session at the Wilder Library on September 10 from 6:00 pm to 7:30 pm on the topic of Town communications.
 - b. Mary Erdei noted the availability of grants for municipal buildings.
 - c. Ida Griesemer mentioned the upcoming Styrofoam recycling event.
 3. Appointments:
 - a. Consider the Appointment of Jazmin Guyette to the Hartford Tree Board
Selectboard Vice Chair Kim Souza made the motion to appoint Jazmin Guyette to a three-year term on the Hartford Tree Board beginning on August 20, 2024 and ending on August 19, 2027. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
 4. Town Manager’s Report
Significant Activity Reports: <https://www.hartford-vt.org/Archive.aspx?ADID=487>
 5. Board Reports, Motions & Ordinances
 - a. Proclamation on Re-Dedication of Hurricane Forest Wildlife Refuge: Selectboard Chair Mike Hoyt read the Proclamation aloud. **Selectboard Clerk, Mary Erdei**

made the motion to adopt the proclamation. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

- b. Acceptance of Hazard Mitigation Grant for Buy-Out of 361 South Street: Director of Planning & Development Lori Hirshfield updated the Selectboard on Town efforts in collaboration with FEMA and the Vermont Emergency Management Agency to process this matter to conclusion, with a FEMA/VEM buy out of the 361 South Street property and ultimately with FEMA/VEM funding to perform slopeside stabilization work. **Selectboard Clerk, Mary Erdei made the motion to accept the Buy-Out grant of approximately \$351,249 and to continue to pursue the purchase of the property and to authorize the Town Manager to execute the necessary documents and submit them to the State, with the condition that the final purchase is dependent on obtaining all funds necessary to cover all project expenditures. Selectboard Vice Chair Kim Souza seconded the motion. All were in favor and the motion passed.**
- c. Continued Discussion of ARPA Fund Allocations:
Finance Director Gail Ostrout updated the Selectboard on the status of ARPA-funded projects and about the possibility of re-allocating ARPA funds by October 1, if designated projects cannot be obligated by then. Additional funding proposals were discussed. These discussions will be ongoing.
 - i. **Selectboard Member, Lannie Collins made the motion to allocate ARPA funds in an amount not to exceed \$15,500 toward the purchase of a nursing pod for Staff use. Selectboard Vice-Chair seconded the motion. All were in favor and the motion passed.**
 - ii. **Selectboard Member, Lannie Collins made the motion to allocate ARPA funds in an amount not to exceed \$45,000 toward the purchase of a Police Detective vehicle. Selectboard Vice-Chair, Kim Souza seconded the motion. All were in favor and the motion passed.**
 - iii. **Selectboard Member Lannie Collins made the motion to allocate ARPA funds in an amount not to exceed \$66,376.47 and to authorize the Town Manager to sign for and purchase a Ventrac mower and its attachments through the Sourcewell Contract (which amount reflects the \$9,100.00 trade-in value of the Jacobsen mower). Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.**
 - iv. **Selectboard Vice Chair Kim Souza made the motion to allocate ARPA funds in the amount of \$60,000 toward restoring Maxfield Sports Complex's parking areas, upgrading the stormwater retention areas and addressing pathways through an RFP process. Selectboard member, Mary Erdei seconded the motion. All were in favor and the motion passed.**
- d. Discuss Potential FYE Encumbrances:
Finance Director Gail Ostrout explained the annual process by which the Town carries over approved but unused funding from the last fiscal year into the current one. **Selectboard Vice Chair, Kim Souza made the motion to approve the 2024 Encumbrance Request as presented, totaling \$1,302,643.36. Selectboard Member, Lannie Collins seconded the motion. All were in favor and the motion passed.**
- e. Appointment of Authorized Representatives to Act on Bond Bank Matters
Finance Director Gail Ostrout explained that the Selectboard needed to appoint Town representatives to execute documents to obtain Vermont Bond Bank reimbursement for expenses associated from the Fire Station No. 2 improvements. **Selectboard**

Member, Ida Griesemer made the motion to appoint Mike Hoyt, Kim Souza, John Haverstock and Joe Major as such representatives. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

f. Discuss Retention of Auditors

Finance Director Gail Ostrout led a discussion over whether the Town should renew its ongoing relation with its current auditing firm through a waiver of its Purchasing Policy or engage in an RFP process. **Selectboard Vice Chair, Kim Souza made the motion to instruct the Town Manager to work with the Finance Director to engage in the RFP process for an auditing firm for FY2025. Selectboard Member Ida Griesemer seconded the motion. The motion passed 6-1 (Collins opposed).**

g. Transfer Station Feasibility Study

Sanborn Head representative Brian Beaudoin presented their Transfer Station Feasibility Study, which compared and contrasted several models for potential future uses of the Town's Transfer Station. No action taken.

h. Review Fuel Bids

DPW Director Bryan Gazda explained the process by which his department solicited and evaluated bidding on gasoline and diesel. **Selectboard Clerk, Mary Erdei made a motion to authorize the Town Manager to enter into an agreement with Evans Fuels for the purchase of petroleum fuels utilizing the rack rate pricing method plus \$0.19 per gallon from August 1, 2024 through June 30, 2025, with the option to renew through June 30, 2026. Selectboard Member Sue Buckholz seconded the motion. All were in favor and the motion passed.**

i. Review Paving Bids

DPW Director Bryan Gazda and Assistant DPW Director for Planning Chris Holzwarth described the process by which DPW solicited and evaluated paving bids, with a recommendation to save money by purchasing asphalt containing up to 20% recycled asphalt. **Selectboard Member Lannie Collins made the motion to authorize the Department of Public Works to purchase supplies and materials up to a total of \$59,251 to replace associated culverts and make drainage repairs and improvements prior to paving. Selectboard Vice Chair Kim Souza seconded the motion. All were in favor and the motion passed. Selectboard Member, Lannie Collins made the motion to authorize the Town Manager to execute a contract with Pike Industries for a maximum amount of \$816,815 with the ability to execute change orders to facilitate additional maintenance paving or overages utilizing any unspent funds within the \$950,000 budget or from any GA0789 reimbursement revenues. Selectboard Vice Chair Kim Souza seconded the motion. All were in favor and the motion passed.**

VII. Commission Reports:

- a. Brandon Smith reported on his attendance at the Committee on Housing & Homelessness, including a discussion of a Rental Registry.
- b. Mary Erdei reported on HCoreI – 08.07.24 & 08.21.24
 - 08.07.24 Meeting called to order at 6:09 p.m.
 - Members welcomed Tatum Barnes, staff liaison and Recreation Specialist from Parks and Recreation, to our meeting. Tatum brought his lovely family: Taylor, his wife and 2 year old Rafael. Introductions were made all around.
 - The current situation regarding unused ARPA funds was discussed briefly by Selectboard Member Mary Erdei.
 - Pat Autilio, Chair, described the stipend process, using himself as an example. He also talked about possible speakers for upcoming HCoreI meetings.

- Molly Armbrust, Joe Major and Pat Autilio recommended we offer what support we can give to District Equity Coordinator Julia Lau. (i.e. "What do you need for us to help you?")
 - Meeting adjourned at 7:10.
 - 08.21.24 Meeting - Susan Mullens was pleased to see a banner for HCoreI at the Pride Parade and hopes we can be more involved next year. Susan also wondered about the history behind the Commission's meeting 2x/month when other commissions meet 1x/month. Discussion for another agenda.
 - Re: Charge documents on the website: we are waiting for Sara to notify us that we have the most recent revisions on our documents.
 - We are still waiting for some feedback regarding a Gender Inclusivity Policy as Kim reported that VLCT does not have one available at the moment and Sara was also looking into this for the town since the school has one.
 - Discussion ensued regarding future speakers and town staff who have addressed how they handle issues of interest to HCoreI.
- c. Lannie Collins reported on the Hartford Community Coalition's three upcoming Ice Cream Socials.

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

Approve Payroll Ending: 8/17/2024

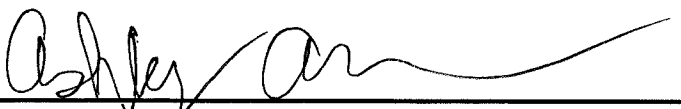
Approve A/P Manifest of: 8/16/2024 & 8/22/2024

Approve Meeting Minutes of: 8/6/2024

Note: Already Approved Selectboard Meetings: 9/3/2024; 9/10/2024 (Listening Session); 9/17/2024 and 9/22/2024 (Strategic Planning Session)

IX. Executive Session: None

X. Adjourn the Selectboard Meeting: Selectboard Member, Ida Griesemer made the motion to adjourn the Selectboard Meeting at 8:56 PM. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.



Ashley Andreas, Selectboard Clerk

August 20, 2024 Minutes

Amended Minutes Approved April 1, 2025