

TOWN OF HARTFORD SELECTBOARD MINUTES

Tuesday, October 1, 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; Mary Erdei, Clerk; Lannie Collins, Member; Susan Buckholz, Member; Brandon Smith, Member; Ida Griesemer, Member; John Haverstock; Scott Cooney; Scott Hausler; Chris Holzwarth; Lori Hirshfield; Matt Osborn; Gail Ostrout; Beth Malow; Chris Dolan; Brian Morris; Mary Smith

Present on Zoom: Lana Livingston; Michele Boleski; Marie Alvin; Heidi Duto

JAM LINK: <https://www.youtube.com/watch?v=DokkJaT8HCQ>

- I. Call to Order the Selectboard Meeting at 6pm by Chair, Mike Hoyt
- II. Pledge of Allegiance was recited and led by John Haverstock
- III. Local Liquor Control Board- None
- IV. Local Cannabis Control Board: Selectboard Chair, Mike Hoyt recessed the Selectboard Meeting and opened the Local Cannabis Control Board.
 - a. Selectboard Clerk, Kim Souza made the motion to approve the Renewal for #S-000009512-Five Seasons Cannabis Company, LLC. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Chair, Mike Hoyt closed the Local Cannabis Control Board and reopened the Selectboard meeting.

- V. Order of Agenda: Item 5.k. moved up to after 5.a. and item 5.g moved up to after item 5.e.

VI. Selectboard

1. Public Comment from Zoom: Michele Boleski from WRJ has done research with the State concerning the Park & Ride. She was told from the Town that the neighbors needed to be contacted to see if they supported the lights at the site. She is asking if all the businesses on the road consulted with the residents before installing their lights. There are low impact lights as an option and also grants may be available.

Marie Alvin from WRJ said the Town needs to be proactive. The Park & Ride has been an ongoing issue. There needs to be lighting and needs to be patrolled. We need to move forward on this.

Heidi Duto from WRJ let the Selectboard know that there is graffiti on the retainer wall by the bike path. This needs to be covered up.

2. Selectboard Comments and Announcements

Kim Souza congratulated John Haverstock on his one-year anniversary with the Town.

Mary Erdei noted that the elections are a month away.

Ida Griesemer thanked the people that sent the ballots out to residents.

Sue Buckholz commented that the Selectboard Strategic Planning Session was good.

Lannie Collins reminder that local elections are coming up in March and 3 seats are for Selectboard will be open.

3. Appointments

- a. NEW Appointment of Holly Henderson to the Hartford Conservation Commission was tabled until the next regular meeting on October 15th.
- b. **Selectboard Clerk Mary Erdei made the motion to approve the NEW Appointment of Beth Malow to the Climate Action Steering Team for a three- year term beginning October 1, 2024 and ending September 30, 2027. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.**
- c. **Selectboard Vice Chair, Kim Souza made the motion to approve the NEW Appointment of Mary Smith to the West Hartford Library Trustees for a term beginning October 1, 2024 and ending March 4, 2025. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.**

4. Town Manager's Report
Performance Evaluations

The Town Manager has conducted performance reviews with all Department Heads. This returns the Town to "regular order" in this important respect, as it has been several years since reviews were last conducted. Hopefully, the Department Heads will use this process as a model by which they can evaluate their staffs.

Budgeting Process and Town Meeting Planning

Budget season is in full swing. The Town Manager and Finance Director have been working together to develop a plan and accompanying schedule for the budget and Town Meeting preparation cycles. Department Heads have been given dates by which they need to develop their proposed budgets and the Town Manager and Finance Director will review these proposed budgets before they are presented to the Selectboard.

Selectboard Strategic Planning Session

The Selectboard conducted a strategic planning workshop on Sunday, September 22 to discuss its priorities for the future.

Hazard Mitigation Planning

On Wednesday, September 25, the Town began the process of updating its Hazard Mitigation Plan by holding a community resilience assessment kick-off session, facilitated by The Nature Conservancy.

Emergency Management

On Wednesday, September 25, the Town Manager and Fire Chief attended a quarterly meeting of the Regional Emergency Management team, in their respective roles as Emergency Management Director and Emergency Management Coordinator.

HCRS

On Thursday, September 26, the Town Manager met with Health Care & Rehab Services (HCRS) leadership for the first time to get acquainted and to let the Town Manager know of the important role that HCRS plays in the community.

Significant Activity Reports: <https://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/494>

5. Board Reports, Motions & Ordinances

a. Review Contractor Bids on Nutt Lane Project

Selectboard Member, Lannie Collins made the motion that the Selectboard authorize the Department of Public Works to execute a contract with Zaluzny for \$270,000 from the ARPA Funds and \$54,000 to be used from Reserve funds for additional water main installation subject to the conditions set forth by Otter Creek Engineering and to execute a contract amendment with Otter Creek Engineering for up to \$43,000 from ARPA funds for construction services. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

b. Review Bids on Parking Meters and Installation

Selectboard Member, Lannie Collins made the motion to Authorize the Town Manager to sign a contract with ISP Group in the amount of \$141,051.75 from ARPA funds for the purchase and installation of parking meters, related equipment, and software. And to authorize Town staff to execute a purchase order with Worksafe Traffic Control Industries, Inc. in the amount of \$3,970.55 from ARPA funds for signs and posts. Selectboard Vice Chair, Kim Souza seconded the motion. All were in favor and the motion passed.

c. Review Bridge Striping Bids

Selectboard Clerk, Mary Erdei made the motion for the West Hartford Bridge Pedestrian Improvements Project:

- Authorize an additional \$11,413.73 of ARPA funds.
- Authorize the Town Manager to sign a contract with LD Safety Marking Corporation of Barre, Vermont in the amount of \$19,374.
- Authorize Town staff to execute a purchase order in the amount of \$539.73 for the signs and poles.

Selectboard Member, Sue Buckholz seconded the motion. 6 were in favor, 1 (Collins) was not in favor. The motion passed.

d. ARPA Update and Make Decisions on Un-Obligated Funds

Selectboard Member, Lannie Collins made the motion that the Selectboard authorize that the Town Manager enter into an agreement with Thompson Site Services for the purpose of completing the Maxfield Gravel Pathway and Parking Restoration Project. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion that the Selectboard authorize that the Town Manager enter into an agreement with Valley Turf Services for the purpose of completing the work of Stormwater Restoration at Maxfield not to exceed \$12,000 in ARPA funding. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion that The Selectboard authorize the Town Manager to execute Contract Amendment #1 with Sanborn Head in amount of \$12,818 utilizing ARPA funds. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Selectboard Vice Chair, Kim Souza made the motion to authorize the use of ARPA funds for \$77,874.68 to be used for 2016 Fire Engine refurbishment. Selectboard Clerk, Mary Erdei seconded the motion. All were in favor and the motion passed.

Selectboard Member, Lannie Collins made the motion to pay \$15,000 from ARPA funds to support the Good Neighbor drive-through vaccine clinic. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.

Selectboard Member, Brandon Smith made the motion to pay \$30,000 from ARPA Funds toward bulk purchase of masks and hand sanitizer. Selectboard Clerk, Mary Erdei seconded the motion. 1 was in favor (Smith) and 6 were not in favor. The motion failed.

e. Consider Adopting Resolution for ARPA Allocation

Selectboard Vice Chair, Kim Souza made the motion that the Town of Hartford Selectboard approves the Resolution to expend SLFRF funds in an amount up to 1,000,000 for municipal purpose(s) of paving, highway contracted services, materials and supplies during the period of 7/1/24 through 6/30/2026 for previously budgeted items creating the ability to increase the unassigned fund and reduce the tax burden in Fiscal Year 2026. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

Link to the Resolution: https://www.hartford-vt.org/DocumentCenter/View/10490/ARPA-Res_Hartford-Resolution-10124

- f. **Budget 101 Tutorial and Calendar** – tabled until the next regular meeting.
- g. **DPW Request to Consolidate Budget Line Items**
Selectboard Member, Lannie Collins made the motion that the Selectboard authorizes the consolidation of accounts in Fund30 and Fund60 beginning in FY2026, as identified in the discussion section above along with all necessary adjustments within the MuniSmart system. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.
- h. **Review Auditor Proposals**
Selectboard Member, Lannie Collins made the motion that The Selectboard authorizes the Town Manager to accept the 3-year proposal by Mudgett, Jennett & Krogh-Wisner, P.C. for FYE 2025 thru FYE 2027 audit services. Selectboard Member, Ida Griesemer seconded the motion. All were in favor and the motion passed.
- i. **Appoint Voting Delegate to VLCT, PACIF and VERB Meetings at Town Fair**– This has already happened - no action taken.
- j. **Consider Request to Extend Light Pole Banner Access to Hometown Heroes by 12 days.**
Selectboard Member, Lannie Collins made the motion to approve an extension of 12 days, through Veteran's Day, the 13th, for the Hometown Heroes banners. Selectboard Member, Sue Buckholz seconded the motion. All were in favor and the motion passed.

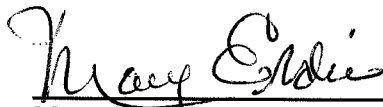
k. **Consider Replacement of Pre-qualified Engineering Firm**
Selectboard Member, Lannie Collins made the motion that the
Selectboard provide MSK Engineers with interim pre-qualified status
allowing the firm to bid on Water Resource Projects until the annual
review is completed in June at which time the rankings will be re-
evaluated and provided to the Selectboard for approval. Selectboard
member, Brandon Smith seconded the motion. All were in favor and the
motion passed.

VII. Commission Reports: The Energy Committee will be touring the substation Friday.

VIII. Consent Agenda: **Selectboard Member, Lannie Collins made the motion to**
approve the Consent Agenda. Selectboard Clerk, Mary Erdei seconded the
motion. 6 were in favor, 1 abstained (Souza) and the motion passed.

Approve Payroll Ending: 9/28/2024
Approve A/P Manifest of: 9/27/24 & 10/3/2024
Approve Meeting Minutes of: 9/10/2024;
9/17/2024 & 9/22/2024 Future Meetings:
10/15/2024; 10/29/2024

IX. Adjourn the Selectboard Meeting
Selectboard Vice Chair, Kim Souza made the motion to adjourn the meeting at
8:45PM. Selectboard Member, Lannie Collins seconded the motion. All were in
favor and the motion passed.



Mary Erdei, Clerk

October 1, 2024 Selectboard Meeting