TOWN OF HARTFORD SELECTBOARD MINUTES
Tuesday, December 9, 2025, 6:00pm
Hartford Town Hall, 171 Bridge Street,
White River Junction, VT 05001

This meeting was conducted in person at Town Hall

Present: Chair, Mary Erdei; Vice Chair, Michael Hoyt; Clerk, Ashley Andreas; Miranda Dupre; Ida Griesemer; Erik Krauss; Tim Fariel; John Haverstock; Lana Livingston; Scott Hausler; Dana Clawson; Lori Hirshfield; Chris Holzwarth; Joe Major; John Reid; Derek Evans; Crystal Person; Denise Welch May; Lynn Bohi; Jesse Pollard; John Haffner;

Present on Zoom: Lee Michaelides; Heidi Duto

JAM LINK: https://www.youtube.com/watch?v=xrhur0VKWH0&list=PLAdkf9ugxof7FGsvb7b8PHLFaNfKZbq-g

I. Call to Order the Selectboard Meeting by Chair, Mary Erdei at 6:00PM.

II. Pledge of Allegiance was recited and led by John Haverstock.

III. Local Liquor Control Board
Selectboard Chair, Mary Erdei recessed the Selectboard Meeting and opened the Local Liquor Control Board at 6:01PM.

1. **Selectboard Vice Chair, Mike Hoyt made the motion to Renew the Application for Evans Group, Inc. d/b/a Evans Expressmart; P.O. Box 246, Lebanon, NH 03766 for: 2nd Class, Tobacco License and Tobacco Endorsement Licenses. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.**

Selectboard Chair, Mary Erdei closed the Local Liquor Control Board and reopened the Selectboard Meeting at 6:02PM

IV. Local Cannabis Control Board: None

V. Order of Agenda: There were no changes to the Order of Agenda.

VI. Selectboard

1. Public Comment
John Reid from Quechee representing CAST recommended the reappointment of Lee Michaelides to CAST. He also spoke to the issue of hiring a facilities manager and his support to do this. The current Environmental Sustainability Coordinator, who is filling In as facilities manager currently, gets grants from the State, attends all conferences and is starting work on a Hazard Mitigation Plan soon. He is looked on with favorable recognition throughout the State. This is an important position within the Town.

2. Selectboard Comments and Announcements
Tim Fariel commented about downtown WRJ parking situation. The Selectboard should keep an eye on this with the public parking lot and the courthouse renovations taking place.

Ashley Andreas invited everyone to see the shell installed by the Upper Valley Habitat for Humanity on Nutt Lane.

Mary Erdei commented on the new "dashboard" from public safety.

3. Appointments

a. **Selectboard Member, Miranda Dupre made the motion to Re-Appoint Lee Michaelides to the Climate Action Steering Team for a three year term beginning December 9, 2025 and ending December 8, 2028. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.**

b. **Selectboard Vice Chair, Mike Hoyt made the motion to Re-Appoint Maggie Burnett to the Hartford Committee on Housing and Homelessness for a two year term beginning December 9, 2025 and ending December 8, 2027. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.**

c. **Selectboard Member, Ida Griesemer made the motion to Re-Appoint Laura Simon to the Hartford Energy Commission for a three year term beginning December 9, 2025 and ending December 8, 2028. Selectboard Vice Chair, Mike Hoyt seconded the motion. All**

were in favor and the motion passed.

4. Town Manager's Report
Significant Activity Reports Link: https://www.hartford-vt.org/Archive.aspx?ADID=543
December 9, 2025

Selectboard Meetings

There will be another Special Selectboard Budget meeting Tuesday, December 16, hopefully at which further budget discussions/deliberations will take place and a tentative "final budget" be approved. If this cannot be achieved, the Board could meet again on Thursday, December 18 (which has been designated as a "placeholder").

Town Meeting Preparations

Planning is under way for another Town Meeting cycle of events. Please note one change from last year: The Town & School District Meeting, aka "Town Meeting," will take place in the High School Auditorium, rather than in the High School Gymnasium.

Finance Director Position

The Town Manager has contracted to bring in an Interim Finance Director. Steve Daly met twice via Zoom with the outgoing Finance Director and me last week. Steve arrived in town on Sunday, December 7 and has been onboarded, been introduced to Town Hall staff and Department Heads and has begun work in an initial stint of in-person office hours coming up to speed. Going forward, Steve and I will assess the workload and develop a schedule, much of which will involve remote work.
Meanwhile, the Town is working to recruit and hire a more permanent replacement for the position.

Public Works Director

The Town Manager, HR Director and DPW leadership have begun interviews of several candidates for the soon-to-be-vacant position of Public Works Director.

5. Board Report, Motions & Ordinances
   a. Design Review Board Update to the Selectboard presented by Denise Welch May

   b. Hartford Business Revolving Loan Fund (HBRLF) Update to the Selectboard presented by Crystal Pearson.

   c. Consider Request for Town Meeting Warrant item for final TIF Project Approval and Bond/Other financing

   Selectboard Vice Chair, Mike Hoyt made the motion to
   1. Approve the attached draft Warrant Language for inclusion in the Selectboard's approved Town Warrants for inclusion on the March 3, 2026 Town Meeting Ballot
   2. Approve the Resolution Declaring Intent to Reimburse Certain Expenditures from Proceeds of TIF Indebtedness
   3. Authorize the Town Manager and staff to proceed with the required public notices for two TIF public informational hearings and submit the necessary submittals. Selectboard Member, Erik Krauss seconded the motion. All were in favor and the motion passed.

   d. Consider Proposed Reimbursable Expenditure of Funds for Energy Efficiency Projects
   Selectboard Member, Miranda Dupre made the motion that the Selectboard vote in favor of the Town of Hartford submitting their application for the Energy Efficiency and Conservation Block Grant and put those funds, totaling $75,380, towards efficiency improvements at the Wendell A. Barwood Arena. Selectboard Clerk, Ashley Andreas seconded the motion. 6 were in favor, 1 (Krauss) was not in favor and the motion passed.

e. Consider Proposed Declaration of Necessity and Requested Town Meeting Warrant Item for Wilder Water Main Replacement Project Presented by Chris Holzwarth

Selectboard Vice Chair, Mike Hoyt made the motion that The Selectboard approves the proposed Warrant Language for inclusion on the March 3, 2026, Voting Day and the Declarations of Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness for the Wilder Water Main Replacement Project and directs staff to properly post, advertise and file the documents with the Town Clerk. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.

f. Consider Proposed Declaration of Necessity and Requested Town Meeting Warrant Item for Nutt Lane Water and Wastewater Project

Selectboard Member, Ida Griesemer made the motion that The Selectboard approves the proposed Warrant Language for inclusion on the March 3, 2026, Voting Day and the Declarations of Official Intent to Reimburse Certain Expenditures from Proceeds of Indebtedness for the White River Junction Water Main Replacement Project and directs staff to properly post, advertise and file the documents with the Town Clerk. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.

g. Consider Proposal to Award Contract for Combined Sewer Overflow Mitigation Project and Use of Reserves. Presented by chris Holzwarth

Selectboard Member, Erik Krauss made the motion that the Selectboard approve the Town Manager to execute a contract with Alliance Consulting + Excavation, LLC for $200,410.00, a contract amendment with A+E Engineers for $44,800, to obligate a construction contingency fund of 5% or $10,020.50 for unforeseen construction expenses, and a $15,000.00 allowance for miscellaneous expenses to be funded through CSO Grant 06140-2023-ARPA-CSO-05 and the Fund 60 Wastewater Capital Reserves. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.

h. Consider Acceptance of FY25 Audit Report
Selectboard Member, Erik Krauss made the motion that the Selectboard accept the FY2025 Audit Report as we face a December 31st deadline to do so. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

i. Consider Selectboard Training and Budget Proposal
Selectboard Clerk, Ashley Andreas made the motion to adopt the proposed revision 2 of the Selectboard training plan and Budget for the FY2027. Selectboard Member, Miranda Dupre seconded the motion. All were in favor and the motion passed.

j. Budget Wrap Up #3 – Discussion only.

k. Authorize Selectboard Chair and Vice Chair to approve Holiday Season Payroll and Accounts Payable
Selectboard Vice Chair, Mike Hoyt made the motion that the Selectboard Postpone the December 23, 2025 Selectboard meeting to December 30, 2025 and that the Selectboard Leadership (Chair and /or Vice Chair) be authorized to approve Payroll and Accounts Payable, as needed, between December 10, 2025 and the December 30, 2025 meeting. Selectboard Member, Tim Fariel seconded the motion. All were in favor and the motion passed.

VII. Commission Reports

Conservation Commission Report: Erik Krauss

HCC discussed Governor Scott's Executive Order 0625 that proposes to reduce wetland buffers for housing projects where there is access to municipal sewer. For Class II wetlands, the buffer would be reduced from 50' to 25' under the rule change. After review of the overlay maps, the HCC Chair noted that Hartford would be among the most impacted communities in Vermont given the amount of land served by Town sewer that is close to wetlands. The Commissioners agreed to review the rule and submit a letter by the January 14th deadline public comment deadline. They will review a draft and finalize the letter during the January 5th HCC meeting.

Town Forest Wildlife Habitat Assessment: Erik Krauss

HCC has discussed updating the Town Forest Wildlife Habitat Assessment during the past few meetings. The existing assessment was conducted by a consultant. HCC is exploring alternatives to that approach including crowd sourcing observations (for example, using platforms like(Naturalist), using game cameras to collect data, and obtaining assistance from a student/intern from a program like UVM's Field Naturalist Program or UNH's wildlife biology program.

VIII. Consent Agenda **Selectboard Vice Chair, Mike Hoyt made the motion to approve the Consent Agenda as listed. Selectboard Clerk, Ashley Andreas seconded the motion. All were in favor and the motion passed.**

Approve Payroll Ending: 12/6/2025
Approve A/P Manifest: 12/5/2025 & 12/11/2025
Approve Meeting Minutes of: 11/25/2025; 12/4/2025
Future Meetings Approved: 12/16/2025; 12/30/2025
Budget Meetings if Needed: 12/11/2025; 12/18/2025

IX. Executive Session: None

X. Adjourn the Selectboard Meeting

Selectboard Clerk, Ashley Andreas made the motion to Adjourn the Meeting at 9:35PM. Selectboard Vice Chair, Mike Hoyt seconded the motion. All were in favor and the motion passed.

Mary Erdalen, Chair

Ashley Andreas, Clerk
Selectboard Meeting 12.9.2025