



**TOWN OF HARTFORD  
SELECTBOARD AGENDA  
SPECIAL MEETING**

Tuesday, March 31, 2020, 6:00pm  
Hartford Town Hall  
171 Bridge Street  
White River Junction, VT 05001

**This meeting will be conducted in compliance with  
Vermont Open Meeting Law with electronic participation.**

<https://zoom.us/j/4556629347> - Please mute your microphone.  
[youtube.com/catv810](https://www.youtube.com/watch?v=catv810) – click “live now”.

**If you're calling in from phone dial: (415) 762-9988  
Type in the room id: 455-662-9347 followed by #  
Press # a second time (it'll ask you for another id, but you can ignore this.)  
Press \*6 to mute and unmute yourself**

**I. Call to Order the Selectboard Meeting**

**1. Board Reports, Motions & Ordinances**

- a. Municipal Pool Project (Motion Required)
- b. Hartford Ad Hoc Committee on Coronavirus Response (Motion Required)
- c. Coronavirus Update (information only)

**2. Adjourn the Selectboard Meeting: (Motion Required)**

**All Meetings of the Hartford Selectboard are open to the public. Persons who are seeking action by the Selectboard are asked to submit their request and/or materials to the Selectboard Chair or Town Manager's office no later than noon on the Wednesday preceding the scheduled meeting date. Requests received after that date will be addressed at the discretion of the Chair. Citizens wishing to address the board should do so during the Citizen Comments period.**



## AGENDA MEMORANDUM

March 31, 2020

### Special Town Selectboard Meeting Item: 1.a

Submitted by: Scott Hausler, Director of Parks & Recreation

**Background:** The Pool Committee Chair provided a presentation at Town Meeting that reviewed the two (2) year project history consisting of the establishment of the Ad Hoc Pool Committee, Public Meetings, Community Surveys, Selectboard Presentations, and a Project Timeline. At the 2019 Town Meeting Voters approved by Australian Ballot Voting \$70,000 in Local Options Tax to fund the Preliminary Design & Engineering. At the 2020 Hartford Town Meeting, Town Voters approved, by Australian Ballot Voting, funding for the construction of the Sherman Manning Pool showing full community support for the pool project. The project timeline schedules construction to begin the end of the school year of June 2021, with project completion during the month of June 2022. Limited construction window for the pool will be 3 months in 2021 and 1 month in 2022.

**Discussion:** Major functions of project planning were completed with the preliminary design and engineering for the Sherman Manning Pool identifying a cost of \$3.3 million. Next steps include final design and layout, permitting, and the selection of a pool contractor. Timeline and estimated funding would proceed as follows:

- Estimated fourteen (14) months out until construction would begin; commencing the month of June 2021. No funds expended from bonds to be issued. Estimated ten (10) months out from signing a construction contract. Agreement would need to be finalized by January 2021 for construction to begin June 2021.
- December 2020, nine (9) months as of today, the application to the VT Bond Bank is due. If we apply for the winter 2021 bond pool, which will actually close end of February 2021, then the first payment of interest only will be November 2021, twenty (20) months as of today. However, the Town will not pay our first full *principal* payment until November 2022, thirty-two (32) months from today.
- The project is at maximum five (5) months from the release of an RFQ for Final Design Build Services for construction of the Sherman Manning Pool. No construction funds necessary at this time. Funding for newspaper advertising will be needed adhering to the Procurement Policy of the Town.
- The project is 2 to 4 months from final on-site material testing services and finalizing a permit application process. Estimate \$4,000 - \$7,000; funding remains in the LOT Fund for these services (est. balance of \$15,000). No additional funding is determined necessary at this time. Possible re-allocation of funds for permit application fees may be necessary if cost exceeds current allocated LOT funding.

**Financial Impact:** Estimated remaining FY20 LOT allocation of \$15,000. First estimated debt service payment includes interest of \$23,000 due November 2021 (20 months out) and interest payment of \$36,000 due June 2022 (27 months out). First full estimated annual bond payment including principal and interest of \$201,000 November 2022 (32 months out).

**Recommendation:** No Motion Required. Proceed and evaluate before bond bank application in December.

  
\_\_\_\_\_  
Town Manager

**Attachments:** Project Timeline, Memo to Town Manager



# TOWN OF HARTFORD

## PARKS & RECREATION DEPARTMENT

171 Bridge Street  
White River Junction, Vermont 05001  
Telephone: 802/295-5036 Fax: 802/ 295-6382  
Website: [www.hartfordrec.com](http://www.hartfordrec.com)  
Email: [recreation@hartford-vt.org](mailto:recreation@hartford-vt.org)



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DATE: 03/24/2020

TO: Brannon Godfrey, Town Manager

CC: Dan Fraser, Selectboard Chair

FROM: Scott Hausler, Director   
Parks & Recreation Department

RE: Pool Project Vote

I request this memo be read into record of the Town of Hartford Selectboard meeting scheduled on Tuesday, March 24<sup>th</sup>, 2020.

I understand, from our meeting today, there will be a motion made and a vote requested to delay any work on the new pool project. Additionally, staff will be directed to hold off all efforts for one year following this vote.

Members of the Selectboard need to be aware of the following areas of concern regarding action to delay the pool project by one year:

- The pool project, at its current phase, completed as much of the detailed work necessary to bring the project to the voters for an accurate cost to construct. A major function of the project that has already required considerable work completed by staff.
- Voters approved the project this past month by Australian Ballot and by a majority. Voting to delay work on the project, without public awareness is unfortunate to the individuals, families and children in our community.
- Contractor selection, final design and permitting are the 3 final steps toward completion.
- The Town has not secured any of the bond funding. Expending funds would not take place until early Summer of 2021.
- The project, in its current form, is over 14 months out and likely 6 months out from any formal discussions or negotiations with a potential contractor following a detailed procurement process.
- Voting that directs staff to cease work on the pool project presents a major threat to cost. The Selectboard can expect a price escalation over 4% annually.
- Bringing forward such an important and impactful decision tonight, during our current community climate, causes me concern that such a decision will stop the project from ever moving forward.

As presented, if there truly is a concern that staff time should be limited to situations other than the pool, then you are correct. However, concern for staff time moving forward shouldn't impact our responsibility to the community to fulfill this project as well as accomplish implementation of our supported programs and services to the community. Staff time during the COVID-19 situation already has stretched the ability for planning and project development. We are focusing on priorities within the Department and the Town as we face cancelations, closures and preparing for future park usage.

No time is more important than now for our local parks, trails, open spaces and public facilities. Delaying movement on the project sets the stage to a lost connection with our youth and families. Like parks, recreational facilities, such as an affordable public swimming pool, allow people to enjoy the mental and physical health benefits of a connection with people and being outdoors during the summer. All of which are physical activities that reduce stress and improve the overall mental health of our youth and families as they seek a peaceful and safe activity.

During times of uncertainty, the functions of parks and recreation services are needed now more than ever. We as a staff, are working hard to plan and maintain recreational levels of service when social and physical distancing returns to a normal level. This too covers the important task of maintaining public spaces and planning for future projects like the pool. This is our focus now, and it will continue to consume us.

The decision to delay the pool project by one year following voter approval is an unfortunate and misguided way to proceed. Nevertheless, if that is the Selectboard decision, then it will bring on large price escalation for the project and need to bond additional funds in the future. In the end, and for those reasons, I believe the project may not see completion.

I am hopeful the Selectboard will rethink the decision being made to delay the pool project.



# Timeline Following Successful Bond Vote



Complete  
D&E  
LOT \$

Apply to  
Bond Bank

Pool  
Construction



3/3/20

8/2020

9/2020

12/2020

1/2021

6/2021

11/2021

6/2022

Bond Vote  
Approved  
by Voters

Release  
RFQ

Award  
Contract

Est. First  
\$ Payment  
on Bond

Pool  
Opens

TOWN OF HARTFORD  
171 BRIDGE STREET  
White River Jct., VT 05001  
802-295-9353 (Tel.) 802-295-6382 (Fax)  
*PLEASE PRINT LEGIBLY OR TYPE*

**ADVISORY BOARD/COMMISSION APPLICATION**

Application for   X   appointment(s) or    re-appointment to:   Hartford Ad Hoc Committee on Coronavirus Response  

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**I. APPLICANT DATA:**

Name:   Nick Charyk  

Address:   6558 VT Route 14    
  S. Royalton, VT 05688  

Telephone: (Home)                      (Work)                      (Other)   (802) 917-2012  

Email Address:   nickcharyk@gmail.com  

How long have you been a Hartford resident?                     

Are you a registered voter?                     

**II. EDUCATION:**

High School:   Thetford Academy   Year Graduated:   2004  

College 1:   Harvard University   Degree Earned:   Undergraduate  

Course of Study:   International Relations   Year:   2010  

College 2:                      Degree Earned:                     

Course of Study:                      Year:                     

**III. WORK HISTORY:**

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
See attached Charyk 2020 Resume			



## Certificate Of Completion

Envelope Id: BCEFF42AD313439EB8A2B6CA4E4B37D3	Status: Completed
Subject: 1. Boards and Commissions Member Application 3.10.2020_20200311091...	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Nick Charyk
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	nickcharyk@gmail.com
	IP Address: 10.102.101.11

## Record Tracking

Status: Original	Holder: Nick Charyk	Location: DocuSign
3/27/2020 1:22:26 PM	nickcharyk@gmail.com	

## Signer Events

Nick Charyk  
nickcharyk@gmail.com  
Nick Charyk  
Security Level: Email, Account Authentication (None)

## Signature



Signature Adoption: Drawn on Device  
Using IP Address: 64.223.162.192

## Timestamp

Sent: 3/27/2020 1:22:27 PM  
Viewed: 3/27/2020 1:22:41 PM  
Signed: 3/27/2020 1:42:37 PM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Envelope Sent	Hashed/Encrypted	3/27/2020 1:22:27 PM
Certified Delivered	Security Checked	3/27/2020 1:22:41 PM
Signing Complete	Security Checked	3/27/2020 1:42:37 PM
Completed	Security Checked	3/27/2020 1:42:37 PM

## Payment Events

## Status

## Timestamps

**Nicholas Charyk**  
(802) 917-2012 - [nickcharyk@gmail.com](mailto:nickcharyk@gmail.com)  
6558 VT Route 14. South Royalton, VT 05068

Lifelong Vermonter, with ten years of professional experience in the private, non-profit and political sectors. Strong strategic and operational background, and a demonstrated record of fundraising success. Deep experience in marketing, public relations, policy and issue advocacy, earned and paid media work, grassroots advocacy, campaign management, and coalition-building.

**AllEarth Renewables - *Communication & Public Affairs Manager*** *(Feb 2018 – Present)*

- Serves on company's senior management team.
- Advises owner on marketing, sponsorship, and strategic giving opportunities.
- Manages all media relationships for company, owner, and related renewable projects.
- Supports the construction of community wind farms, solar tracker arrays, and bringing more efficient energy solutions to market.
- Represents company's interests with legislators, municipalities, and business organizations.
- Directed marketing campaign for public debut of AllEarth Rail fleet, and supervised launch of new AllEarth entity, RENewed Wind and Solar.

**Charyk Consulting - *Owner*** *(2016 – Present)*

- Executed direct mail campaigns in Vermont and around the country for political candidates, issues campaigns, and ballot initiatives.
- Wrote content for digital marketing campaigns, direct mail pieces, candidate and organization websites, social media, and other marketing collateral.
- Project managed all aspects of paid canvasses, petition drives, and other community mobilization in support of renewable energy projects.
- Served as project spokesperson for multiple large renewable energy projects.
- Placed positive stories and built relationships with local and statewide media.

**Planned Parenthood VT Action Fund - *Campaign Manager*** *(Sept 2016 – May 2017)*

- Fundraised and executed \$400,000 media campaign, including TV, direct mail, and digital.
- Collaborated with the non-profit fundraising team to strengthen relationships with previous donors and cultivate new giving.
- Directed social media strategy, served as spokesperson in media, and issued press releases.
- Core organizer for the Vermont Women's March, and Lobby Day in State House.
- Facilitated collaboration with national organizations Emily's List, Democratic Governor's Association, and League of Conservation Voters.

**Matt Dunne for Vermont - *Campaign Manager*** *(September 2015 – August 2016)*

- Directed all aspects of the primary campaign from start to second place finish.
- Raised and managed a \$1 million budget.
- Created campaign website, grew social media presence, developed campaign literature and graphics. Authored policy proposals, ad campaign, speeches, and campaign messaging.
- Hired and managed over a dozen paid staff. Vetted and hired media and direct mail consultants, pollsters, and digital team.

**Vermont Paid Sick Days Campaign** *(January 2015- August 2015)*

- Served as Communications Director during the 2015 legislative session when Paid Sick Days legislation was successfully passed through the Vermont House 72-63.
- Transitioned to Campaign Director following successful legislative session. As Director, laid the ground work for the bill's passage into law in 2016.
- Served as communication consultant for Main Street Alliance Vermont, an advocacy

organization composed of small business owners from around the state.

**Campaign Consultant**

*(June 2014- December 2014)*

- Served as fundraising consultant to NH State Senator David Pierce and NH Senate Majority PAC.
- Managed fundraising/all components of VT Treasurer Beth Pearce re-election campaign.
- Supported clients over the course of 2014 election in capacities including communications, fundraising, direct mail, TV and radio advertisements.
- Directed the Vermont Senate majority's political program, and contracted by Vermont House leadership to provide training, strategic support, and direct mail.
- Executed direct mail plans and communications strategies for winning State's Attorney candidates in Rutland, Washington, and Windsor counties.

**American Federation of Teachers - Political Organizer**

*(2013- 2014)*

- Promoted AFT Vermont's legislative priorities through direct and grassroots lobbying, member recruitment and community outreach.
- Successfully advocated for the passage of a bill allowing collective bargaining for childcare providers through Vermont Senate on vote of 22-8 after failure in three previous years.

**Vermont Democratic Party - Political Director**

*(2013)*

- Managed and prioritized the legislative interests of the Vermont Democratic Party during the 2013 legislative session.
- Successfully lobbied for the passage of a new Campaign Finance law in Vermont - attempts had failed since the previous law was ruled unconstitutional in 1997.
- Testified in legislative committees on a range of issues, including campaign finance, election law and the influence of Super PACs.

**Vermont Democratic House Campaign - Executive Director**

*(2011-2013)*

- Managed political program that grew the Vermont Democratic House majority to 96 seats, the largest majority in State history. Directed \$150,000 plus fundraising program.
- Worked with Speaker of the House and Leadership to recruit and train candidates.
- Managed caucus communications, and deployed mail, radio and newspaper ads.

**Donny Osman for State Senate (General) - Campaign Manger**

*(2010)*

- Brought Osman's campaign to within one percentage point of win against incumbents.
- Fundraised and managed a \$25,000 budget.
- Wrote and executed a comprehensive radio, media and mail communications plan.

**Casey Family Services - Mentor**

*(2004-2008)*

- Provided direct support and mentorship to a variety of foster children in crisis.
- Supported the White River Jct. team of social workers in a variety of capacities.

**EDUCATION**

Harvard University by Extension. BA, International Relations.

Class of 2010

- Graduate level coursework at Harvard Kennedy School of Government
- Dean's List – Harvard University, Cambridge, MA.

McGill University. Montreal, PQ, Canada.

2005-2006

Thetford Academy. Thetford, VT.

Class of 2004

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**ADVISORY BOARD/COMMISSION APPLICATION**

Application for X appointment(s) or \_\_\_ re-appointment to: Ad hoc Commission  
Response

**I. APPLICANT DATA:**

Name: Becky Chollet

Address: 2210 Jericho St. WRJ 05001

Telephone: (Home) 802-698-8058 (Work) 802-281-6989 (Other) 802-233-4605

Email Address: beckychollet@gmail.com Cell

How long have you been a Hartford resident? since 2008

Are you a registered voter? yes

**II. EDUCATION:**

High School: ConVal H.S. Year Graduated: 1989

College 1: Middlebury College Degree Earned: 1993 BA  
 Course of Study: Sociology - Anthropology Year: 1993

College 2: Baylor University Degree Earned: ND  
 Course of Study: Naturopathic medicine Year: 2004

**III. WORK HISTORY:**

Please list Employer name & address (most recent first)	Dates of Employment	Position held	Job duties
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<u>SELF (Upper Valley Natural Health Ctr.)</u>	<u>2004 present</u>	<u>owner / Naturopathic physician</u>	
<u>Learning Partners</u>	<u>1995-1998</u>	<u>7th grade teacher, soccer coach</u>	<u>outdoor trip leader</u>
<u>Volunteer EMT</u>	<u>1995-1998</u>		

**IV. PROFESSIONAL EXPERIENCE:**

a. If you were appointed to a board or commission which meet in the evenings, how many nights a month could you serve? Please provide days of the week which you are generally available.  
Would you be available for evening meetings? unless my practice closes or I have ...  
daytime Tues 4pm-evening; Wed + Friday flexible

b. Why do you desire to serve on this advisory board/commission, and what skills/training can you contribute? As a licensed N.D. (VT + NH), I'm currently up to my eyeballs trying to stay on top of medical aspects of Covid-19 and health insurance aspects of transitioning my practice to telemedicine. As you may recall, in the last week of Feb

c. What are your past experiences in Municipal, State or Federal Government?  
I volunteered as EMT-Basic for Peterborough Fire Dept. (Peterborough NH) 1994-1998 (approx.)

d. What civic or social organizations have belonged to and what positions did you hold? on boards  
VT Assoc. of Naturopathic Physicians - Secretary x 8yrs, directors x past 2 yrs  
Jericho Community Club (WAJ) Secretary / Treasurer

e. What do you perceive as areas of need in the municipality which could be addressed by either the administration or one of the advisory boards/commissions?  
I created a Covid-19 information sheet for the public to hand out @ Town Meetg Day. I contacted town manager directly @ my concerns of lack of town preparation + communication. I also reached out to Joe Major as he joined Selectboard about Covid 19. The town must develop better communication strategies to reach all citizens.

f. What might some solutions be?  
preparation + communication. I also reached out to Joe Major as he joined Selectboard about Covid 19. The town must develop better communication strategies to reach all citizens.

g. Other hobbies/interests: gardening/wooding, hiking, my family

**V. REFERENCES: (Please list three)**

Name: Simon Dennis Telephone: \_\_\_\_\_

Name: Rob Fraser Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

[Signature]  
APPLICANTS SIGNATURE

5/24/20  
DATE