



**TOWN OF HARTFORD
SELECTBOARD AGENDA**

Thursday, November 19, 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/87953119229>- Please mute your microphone.

[youtube.com/catv810](https://www.youtube.com/watch?v=810) – click “live now”.

If you're calling in from phone dial:

(415) 762-9988 Type in the Room ID: **87953119229** followed by #

Press # a second time

Press *9 to raise your hand for public comment

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Order of Agenda

IV. Selectboard

1. Public, Selectboard Comments and Announcements

2. Board Reports, Motions & Ordinances

a. First Quarter Financial Report (Information Only)

b. Budget Presentations: (information Only)

- Communications (Fund 10 – 271)
- Police Department (Fund 10 – 211)
- Fire Department (Fund 10 - 221)

V. Executive Session

Motion 1: Move to find that premature public disclosure regarding pending litigation matters would clearly place the town at a substantial disadvantage, 1 VSA, Section 313(a)(1)(E)

Motion 2: Move that we enter executive session to engage in protected attorney/client communications under the provisions of Title I, Section 313(a)(1)(F) of the Vermont Statutes. (For the purpose of discussing mediation/settlement)

VI. 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.

Budget FY 20/21 Update

As of September 30, 2020

Board Presentation November 19, 2020
Glide Path Target is 25%

Gail Ostrout
Finance Director

GENERAL FUND APPROPRIATION

AS OF

September 30, 2020

GLIDE PATH = 25%

FYE 20 / 21FYE 19 / 20

	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
Selectboard **	\$ 135,540	\$ 61,747	\$17,136	\$ 56,657	58%	Selectboard	\$ 76,765	\$ 19,933	\$ -	\$ 56,832	26%
Boards & Commissions	\$ 58,750	\$ 25	\$0	\$ 58,725	0.04%	Boards & Commissions	\$ 7,744	\$ 22	\$ -	\$ 7,723	0.28%
Manager	\$ 414,875	\$ 99,590	\$5,505	\$ 309,779	25%	Manager	\$ 415,900	\$ 110,029	\$ 4,368	\$ 301,503	28%
Election	\$ 31,434	\$ 4,791	\$880	\$ 25,763	18%	Election	\$ 14,320	\$ 1,266	\$ -	\$ 13,053	9%
Advice & Litigation	\$ 50,000	\$ 9,364	\$0	\$ 40,636	19%	Advice & Litigation	\$ 50,000	\$ 51,506	\$ -	\$ (1,506)	103%
Vital Statistics	\$ 204,353	\$ 42,552	\$1,464	\$ 160,337	22%	Vital Statistics	\$ 177,412	\$ 46,036	\$ 1,871	\$ 129,505	27%
Municipal Offices	\$ 118,398	\$ 26,564	\$2,085	\$ 89,749	24%	Municipal Offices	\$ 113,745	\$ 16,941	\$ 1,675	\$ 95,129	16%
Financial Management	\$ 407,170	\$ 99,738	\$6,901	\$ 300,532	26%	Financial Management	\$ 385,533	\$ 93,895	\$ 6,540	\$ 285,098	26%
Auditing*	\$ 42,591	\$ 32,000	\$0	\$ 10,591	75%	Auditing	\$ 37,000	\$ 3,309	\$ 22,000	\$ 11,691	68%
Valuation	\$ 205,324	\$ 47,093	\$3,989	\$ 154,242	25%	Valuation	\$ 195,064	\$ 53,195	\$ 2,991	\$ 138,878	29%
Tax Collection	\$ 37,989	\$ 5,201	\$256	\$ 32,532	14%	Tax Collection	\$ 26,370	\$ 6,646	\$ 237	\$ 19,487	26%
Information Technology	\$ 214,786	\$ 35,016	\$2,380	\$ 177,391	17%	Information Technology	\$ 215,018	\$ 28,575	\$ 6,144	\$ 180,299	16%
Police	\$ 3,375,317	\$ 722,417	\$87,541	\$ 2,565,359	24%	Police	\$ 3,446,589	\$ 733,782	\$ 129,476	\$ 2,583,332	25%
Fire	\$ 3,951,131	\$ 940,183	\$65,944	\$ 2,945,004	25%	Fire	\$ 3,719,808	\$ 941,198	\$ 83,740	\$ 2,694,871	28%
Dispatch	\$ 1,137,053	\$ 201,940	\$18,683	\$ 916,430	19%	Dispatch	\$ 1,007,726	\$ 230,409	\$ 7,107	\$ 770,210	24%
Public Works*	\$ 3,321,188	\$ 442,260	\$629,115	\$ 2,249,813	32%	Public Works	\$ 3,324,411	\$ 804,722	\$ 435,301	\$ 2,084,387	37%
Cemeteries*	\$ 102,800	\$ 51,400	\$51,400	\$ -	100%	Cemeteries	\$ 15,800	\$ 7,900	\$ 7,900	\$ -	100%
Trees	\$ 1,000	\$ -	\$0	\$ 1,000	0%	Trees	\$ 1,000	\$ -	\$ -	\$ 1,000	0%

*OVER BUDGET - TIMING RELATED (NO CONCERN)

ENCUMBRANCE PLACE HOLDER (NO CONCERN)

**OVER BUDGET

GENERAL FUND APPROPRIATION Continued

AS OF

September 30, 2020

GLIDE PATH = 25%

FYE 20 / 21							FYE 19 / 20						
	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used		
Health**	\$ 78,173	\$ 43,601	\$37,290	\$ (2,718)	103%	Health	\$ 93,142	\$ 46,740	\$ 44,788	\$ 1,615	98%		
Senior Services*	\$ 167,283	\$ 56,926	\$60,746	\$ 49,610	70%	Senior Services	\$ 160,712	\$ 53,461	\$ 60,746	\$ 46,504	71%		
Low Income Services*	\$ 9,000	\$ 4,500	\$4,500	\$ -	100%	Low Income Services	\$ 9,000	\$ 4,500	\$ 4,500	\$ -	100%		
Youth & Adult Services*	\$ 17,645	\$ 9,645	\$8,000	\$ -	100%	Youth & Adult Services	\$ 18,944	\$ 10,944	\$ 8,000	\$ -	100%		
Appropriations**	\$ 128,550	\$ 64,275	\$64,275	\$ -	100%	Appropriations	\$ 101,162	\$ 50,581	\$ 50,581	\$ -	100%		
Parks & Rec	\$ 1,443,106	\$ 316,470	\$39,783	\$ 1,086,853	25%	Parks & Rec	\$ 1,468,300	\$ 496,887	\$ 34,960	\$ 936,453	36%		
Planning	\$ 641,263	\$ 136,621	\$5,279	\$ 499,363	22%	Planning	\$ 606,811	\$ 143,552	\$ 5,784	\$ 457,475	25%		
Library	\$ 363,670	\$ 168,999	\$157,700	\$ 36,970	90%	Library	\$ 361,633	\$ 168,217	\$ 155,414	\$ 38,002	89%		
Misc Expenses	\$ -	\$ 23,229	\$0	\$ (23,229)	0%	Contingenices / Refunds	\$ -	\$ -	\$ -	\$ -	0%		
County Judicial Services**	\$ 104,043	\$ 107,614	\$0	\$ (3,571)	103%	County Judicial Services	\$ 102,000	\$ 104,043	\$ -	\$ (2,043)	102%		
Bond Redemptions*	\$ 921,906	\$ 767,623	\$0	\$ 154,283	83%	Bond Redemptions	\$ 1,049,177	\$ -	\$ 880,527	\$ 168,650	84%		
Transfers	\$ 630,994	\$ -	\$0	\$ 630,994	0%	Transfers	\$ 245,813	\$ -	\$ -	\$ 245,813	0%		
Capital	\$ 204,872	\$ -	\$0	\$ 204,872	0%	Capital	\$ 3,052	\$ -	\$ -	\$ 3,052	0%		

*OVER BUDGET - TIMING RELATED (NO CONCERN)

ENCUMBRANCE PLACE HOLDER (NO CONCERN)

**OVER BUDGET

Budget* includes					
encumbrances	\$ 18,520,203	\$ 4,521,384	\$ 1,270,851	\$ 12,727,967	31%
Glide Path		\$ 4,630,051	\$ 1,270,851	\$ 12,619,301	32%
Variance + / -			\$ (108,666)		

Budget* includes					
encumbrances	\$ 17,449,950	\$ 4,228,287	\$ 1,954,649	\$ 11,267,014	35%
Glide Path		\$ 4,362,488	\$ 1,954,649	\$ 11,132,814	36%
Variance + / -			\$ (134,200)		

COVID -19 RELATED EXPENSES as of 9/30/2020

Materials & Supplies: \$ 4,517.50

Labor: \$ 19,269.16

 \$ 23,786.66

FEMA - on 11/16/2020 notification received the town will receive \$28,304.40 in COVID relief funds for the grant application submitted for actual expenses March through June and estimated July through December. Uncertain when funds will be disbursed.

State of VT - grant application submitted for actual March - August. Next submission on 12/10/2020 for actual expenses September through 12/9/2020.

Uncertain when or if funds request will be approved or disbursed.

INVOICE CLOUD ONLINE PAYMENT FEES:

On 4/15/2020 the town began absorbing all the online payments for the residents.

The fee is split up according to the fund for which the payment is for:

General Fund Tax Collection	\$ 23,229.40
Fund 50 White River Water	\$ 651.36
Fund 55 Quechee Water	\$ 516.13
Fund 60 White River Wastewater	\$ 651.38
Fund 65 Quechee Wastewater	\$ 1,032.25
Total	\$ 26,080.52

General Fund Notes –

We are 3 months into the 2021 budget. As a whole the Town is within the expected glide path of 25%.

4 Departments trending over budget as of 9/30/2020 :

Select board for Town Manager Recruitment & Interim Manager (Will be covered by vacant Town Manager Salary & Benefits)

- **Total Expended as of 9/30/20 = \$49,289.33**
\$16,145.53 on Search and \$33,143.80 on Interim Services

- **Total Expended as of 10/31/20 = \$69,538.68**
\$24,395.53 on Search and \$45,143.15 on Interim Services

Health due to COVID – We will need to find funds to cover this overage

County Judicial Services – Annual Payment, we will need to find funds to cover this \$3,571 overage

Misc Expenses – waiver of online payments for residents, we will need to find funds to cover the \$26,080.52
This will continue grow

GENERAL FUND REVENUE
AS OF
September 30, 2020

<u>FYE 20 / 21</u>				<u>FYE 19 /20</u>			
	Estimated	Year to Date	%		Estimated	Year to Date	%
Taxes	\$ 14,537,608	\$14,210,842	98%	Taxes	\$ 14,061,120	\$ 14,001,120	99%
Permits & Licenses	\$ 20,800	\$ 2,064	9%	Permits & Licenses	\$ 20,700	\$ 4,110	19%
Intergovernmental	\$ 347,941	\$ 81,643	23%	Intergovernmental	\$ 328,750	\$ 84,563	26%
Services	\$ 1,851,009	\$ 369,857	20%	Services	\$ 1,684,100	\$ 201,177	19%
Fines & Forfeitures	\$ 25,000	\$ 905	4%	Fines & Forfeitures	\$ 25,050	\$ 161	1%
Other	\$ 85,000	\$ 18,666	22%	Other	\$ 85,950	\$ 37,824	44%
<hr/>				<hr/>			
<u>Tax Collection outstanding as of 9/30/2020</u>			<u>10/31/2020</u>	<u>Tax Collection outstanding as of 9/30/2019</u>			<u>10/31/2019</u>
Warrant I (Aug)	\$ 723,333		\$ 575,449	Warrant I (Aug)	\$ 581,405.00		\$ 484,288
Warrant II (Feb)	\$ 16,609,114		\$ 16,512,666	Warrant II (Feb)	\$ 16,138,625		\$ 15,982,195
Total Balance Due	<u>\$ 17,332,447</u>		<u>\$ 17,088,115</u>	Total Balance Due	<u>\$ 16,720,030</u>		<u>\$ 16,466,483</u>

Delinquent Taxes as of 9/30/2020

FYE 2009-2019
\$ 307,047.87

FYE 2009-2018
\$ 198,421.73

FYE 2020
\$ 337,390.61

FYE 2019
\$ 441,967.28

Total
\$ 644,438.48

Total
\$ 640,389.01

LOCAL OPTION TAX

Current Balance as of 9/30/2020 \$399,149.27

Approved Uses in FYE 2020 & 2021		Revenue Comparision:			
FYE 2021	\$ 200,000.00		FYE 2019	FYE 2020	Change
VHF IP Simulcast Repeater System		1ST Qtr	\$85,834.46	\$104,494.91	\$18,660.45
FYE 2020					
Pool Design & Engineering	\$ 70,000.00	2nd QTR	\$90,148.20	\$86,882.75	(\$3,265.45)
*Spent to date	<u>\$ (57,300.00)</u>				
Balance In Process	\$ 13,000.00	3RD QTR	\$62,037.06	\$45,047.72	(\$16,989.34)
		4th QTR	\$78,184.36	\$33,246.97	(\$44,937.39)
			<u>\$316,204.08</u>	<u>\$269,672.35</u>	<u>(\$46,531.73)</u>

Estimated balance after Pool Design & Engineering fully executed as approved:
\$186,149.27

ENTERPRISE FUND EXPENSES

9/30/2020

Glide Path = 25%

FYE 20 / 21

FYE 19 / 20

	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
Solid Waste						Solid Waste					
FUND 30	\$ 957,830	\$ 200,773	\$ 3,026	\$ 754,031	21%	FUND 30	\$ 858,154	\$ 226,149	\$ 5,019	\$ 626,987	27%
	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
WRJ Water						WRJ Water					
FUND 50	\$ 1,362,962	\$ 573,694	\$ 17,743	\$ 771,525	43%	FUND 50	\$ 1,109,448	\$ 248,867	\$ 481,786	\$ 378,795	66%
	includes	*\$408,409	capital that will be moved				includes	*\$83,213	capital & debt that will be moved		
	to the balance sheet			13%			to the balance sheet			17%	
	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
Quechee Water						Quechee Water					
FUND 55	\$ 560,159	\$ 164,219	\$ 7,677	\$ 388,264	31%	FUND 55	\$ 506,364	\$ 157,685	\$ 3,625	\$ 345,054	32%
	includes	*\$67,210	debt principal that will be mc				includes	*\$65,253	debt that will be moved		
	to the balance sheet			19%			to the balance sheet			19%	
	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
WRJ Waste Water						WRJ Waste Water					
FUND 60	\$ 1,878,969	\$ 489,203	\$ 41,978	\$ 1,347,788	28%	FUND 60	\$ 1,827,168	\$ 274,858	\$ 22,801	\$ 1,529,509	16%
	includes	*\$221,255	capital & debt principal that				includes	*\$21,579	capital that will be moved		
	to the balance sheet			16%			to the balance sheet			15%	
	Budget	Expended	Encumbered	Balance	% Used		Budget	Expended	Encumbered	Balance	% Used
Quechee Waste Water						Quechee Waste Water					
FUND 65	\$ 1,503,170	\$ 526,789	\$ 37,886	\$ 938,494	38%	FUND 65	\$ 1,359,516	\$ 493,439	\$ 41,869	\$ 824,208	39%
	includes	*\$275,740	debt principal that will be mc				includes	*\$270,333	debt that will be moved		
	to the balance sheet			19%			to the balance sheet			19%	

ENTERPRISE FUND REVENUES
AS OF
September 30, 2020

FYE 20 / 21				FYE 19 / 20			
	Estimated	Year to Date	%		Estimated	Year to Date	%
Solid Waste FUND 30	\$ 922,184	\$ 118,116	13%	Solid Waste FUND 30	\$ 871,351	\$ 134,066	15%
Accounts Receivable Balance	=	\$ 6,037		Accounts Receivable Balance	=	\$ 6,875	
	Estimated	Year to Date	%		Estimated	Year to Date	%
WRJ Water FUND 50	\$ 1,167,831	\$ 256,990	22%	WRJ Water FUND 50	\$ 1,086,000	\$ 265,383	24%
Accounts Receivable Balance	=	\$ 47,342		Accounts Receivable Balance	=	\$ 201,110	
	Estimated	Year to Date	%		Estimated	Year to Date	%
Quechee Water FUND 55	\$ 437,285	\$ 107,539	25%	Quechee Water FUND 55	\$ 506,000	\$ 102,426	20%
Accounts Receivable Balance	=	\$ 82,159		Accounts Receivable Balance	=	\$ 78,209	
	Estimated	Year to Date	%		Estimated	Year to Date	%
WRJ Waste Water FUND 60	\$ 1,893,237	\$ 427,698	23%	WRJ Waste Water FUND 60	\$ 1,815,440	\$ 430,841	24%
Accounts Receivable Balance	=	\$ 333,867		Accounts Receivable Balance	=	\$ 332,140	
	Estimated	Year to Date	%		Estimated	Year to Date	%
Quechee Waste Water FUND 65	\$ 1,386,140	\$ 291,906	21%	Quechee Waste Water FUND 65	\$ 1,367,710	\$ 295,545	22%
Accounts Receivable Balance	=	\$ 224,885		Accounts Receivable Balance	=	\$ 214,919	

Questions we didn't answer during this review process?

Any follow up required on specific items you need from me or directors?

Thank you
Gail Ostrout
Finance Director



Police Budget

(271 & 211)

FY 2021-2022

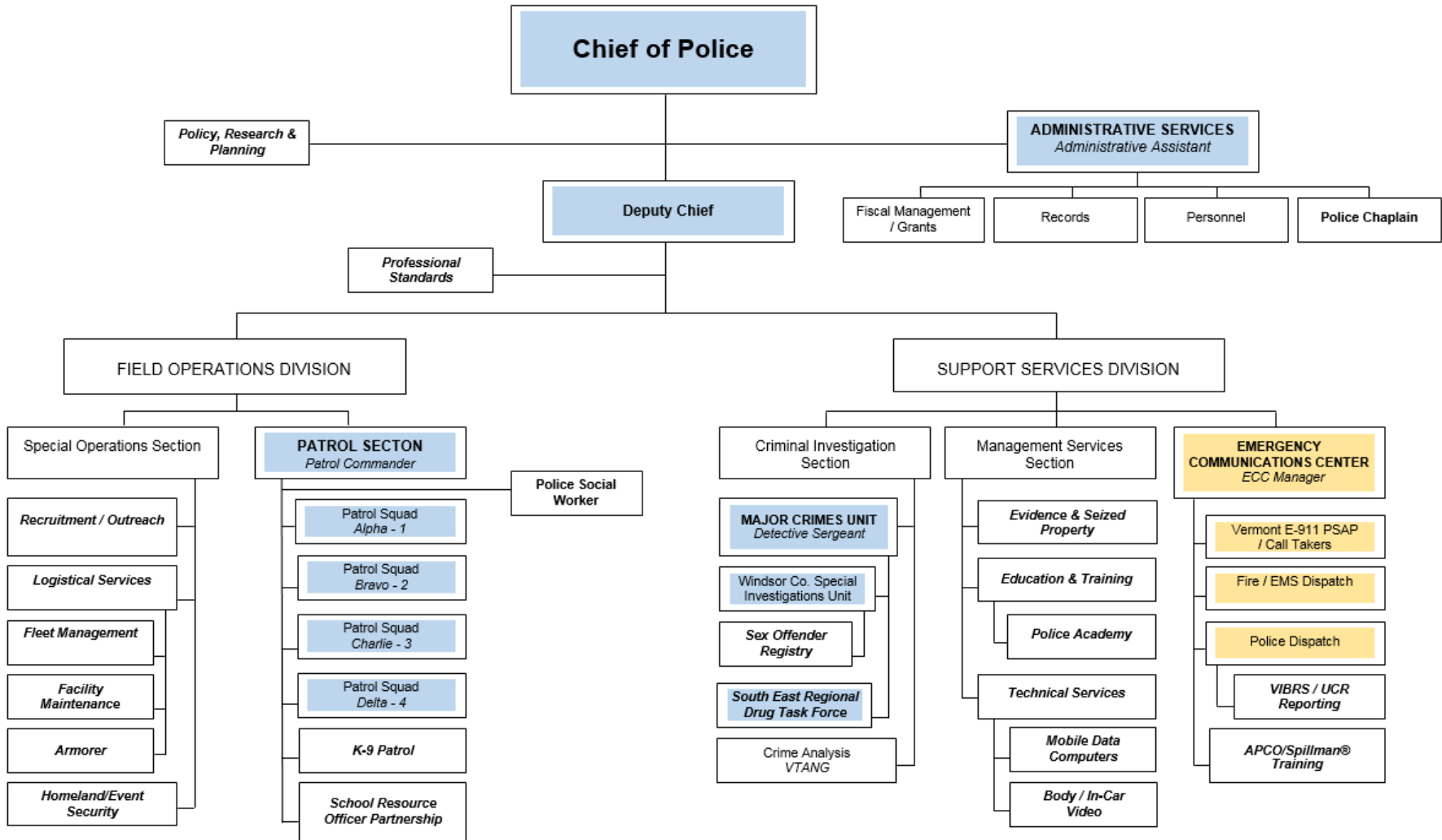
Based on Town Manager Column



Responsibility



The Police Department budget includes a combined 33FTE's under Police Services (211), & Dispatch Services (271) - the ECC

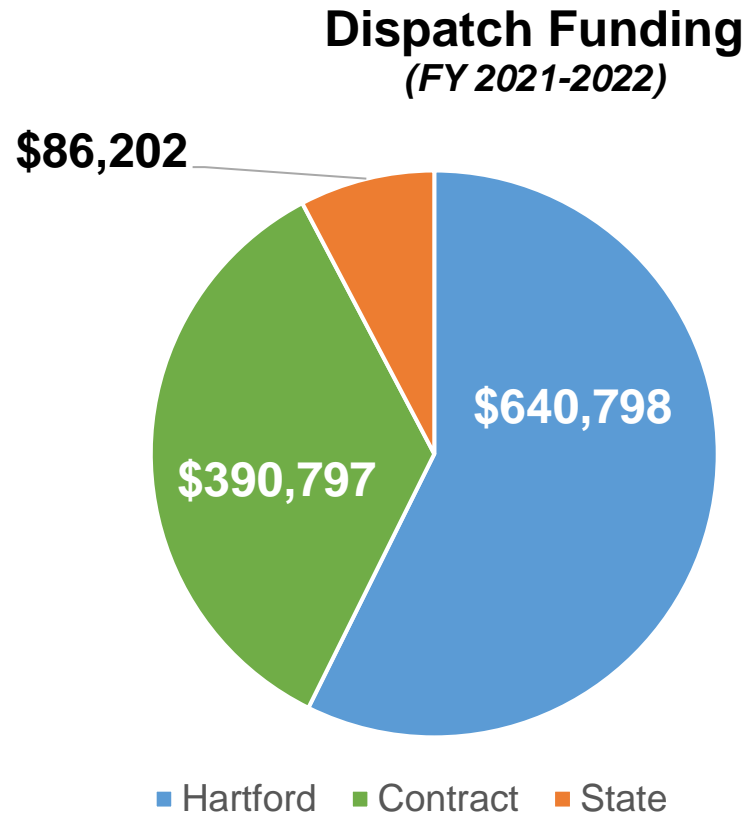




Dispatch Funding



The Hartford Emergency Communications Center (ECC) is one of six regional Public Safety Answering Points (PSAP), with personnel responsible for answering emergency (911) & non-emergency calls for public safety service in East Central Vermont under contract.

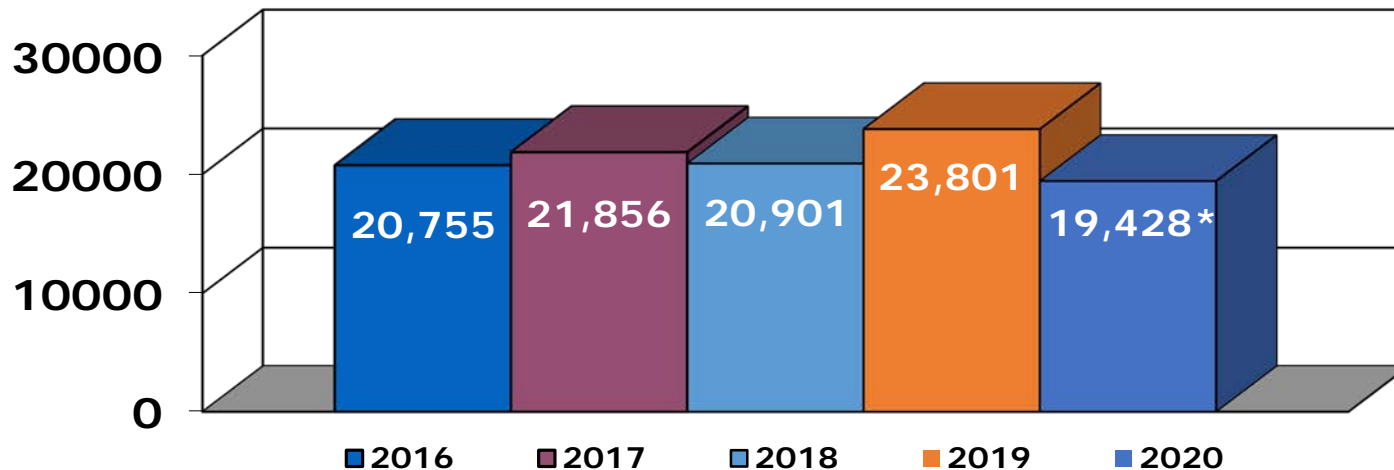




Dispatch Activity



Communications personnel provide around the clock radio, telephone and computer assisted dispatch services to police, fire & EMS units not only in Hartford, but also under contract for ten neighboring communities. Activity within the ECC is projected to end within the five (5) average.



Source: Spillman technologies, Inc.; Town of Hartford Police Department, Emergency Communications Center. November 16 2020, (*2020 totals are year to date).



Dispatch Overview



Personnel/Wages – 92% of operating costs

2020-2021	2021-2022	Difference
\$ 975,414	\$ 1,007,498	+ \$ 32,084

Revenue Up +\$23,928

Funds

- 1 Manager/PSAP Administrator
- 8 Full Time Communications Specialists
- Communications Systems Coordinator, (**New FY20-21**)
- Part Time Dispatcher Funding, (*1.3 FTE Equivalent*)
- Step Increase

Reductions

- Professional Development Training
- Office Supplies and materials

Not Funded

- Non-Mandated Training/Travel
- Association of Public-Safety Communications Officials Membership

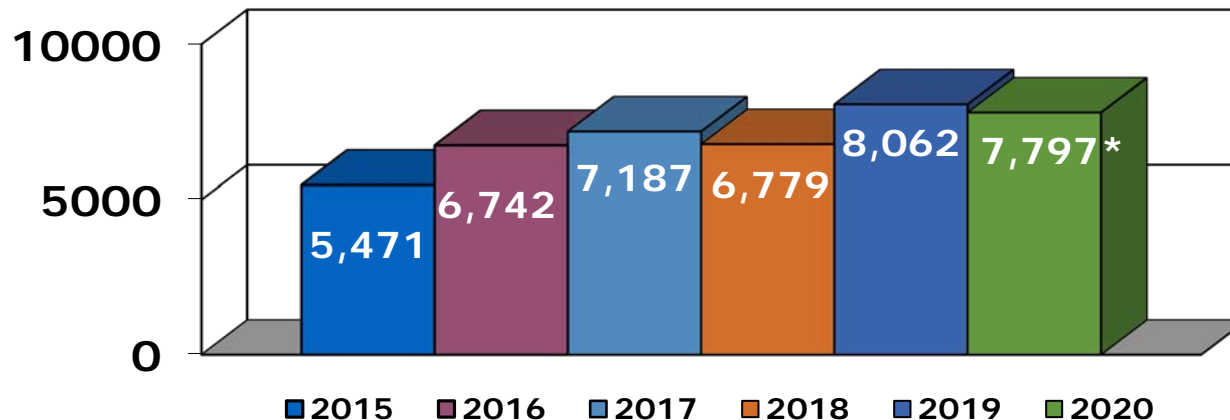


Police Services



Total emergency (911) and non-emergency calls for police service requiring a response by a Hartford Police Officer continue to steadily increase. Staff have already answered 7797 calls for service this year – which is up from 7333 calls this same time last year.

Calls for Police Service



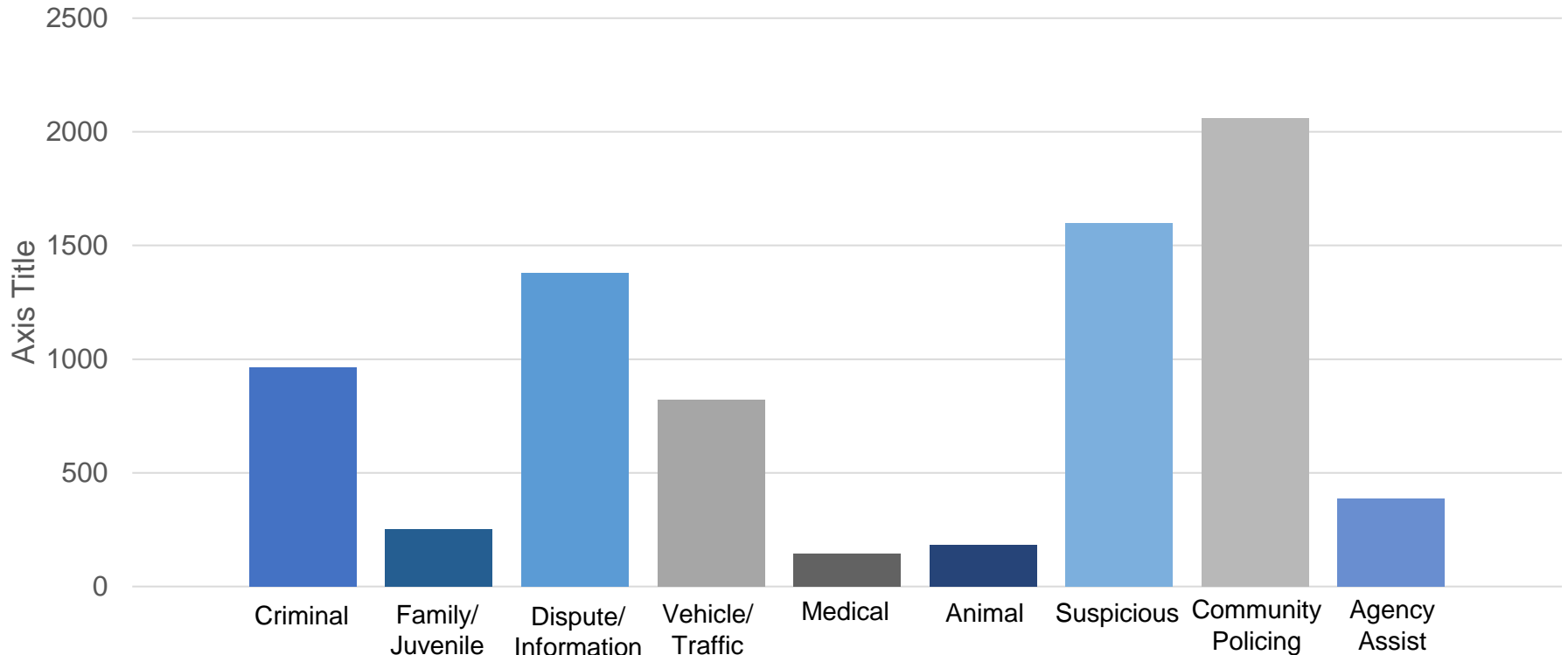
Source: Spillman technologies, Inc.; Town of Hartford Police Department, by Emergency Communications, November 16, 2020 (*2020 totals are year to date).



Police Services



Police Activity by Major Category



Source: Spillman technologies, Inc.; Town of Hartford Police Department, by Emergency Communications, November 16, 2020 (*2020 totals are year to date).

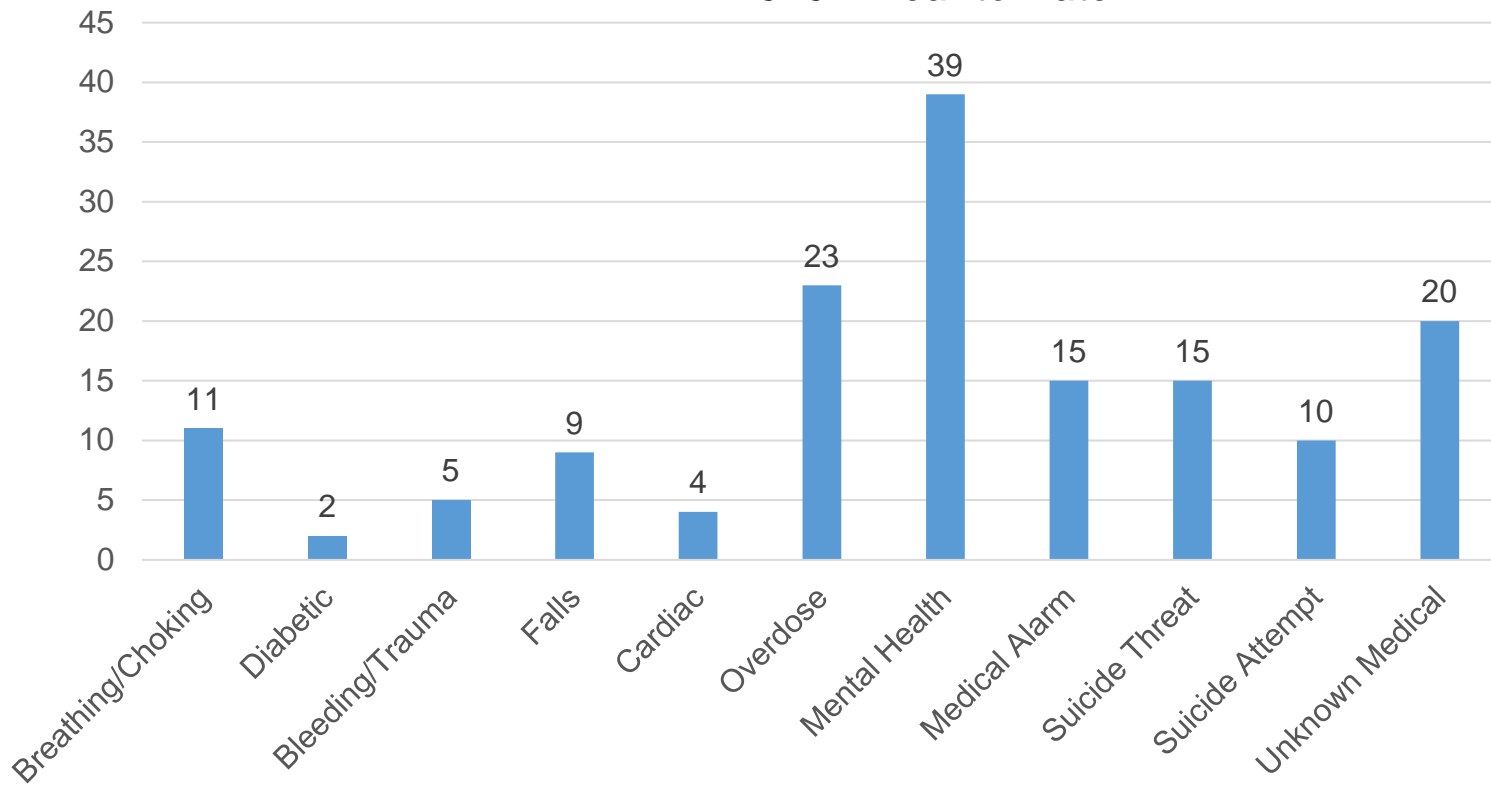


Police Services



To date, Hartford Police have responded to 153 medical related calls for service. Through a partnership with Health Care & Rehabilitative Services of Southeast Vermont, (HCRS) a grant funded Police Social Worker is imbedded within the Police Department to provide community mental health & human service needs.

Medical Calls by Type
2020 – Year to Date





Overview



3 Year Police Operating Costs

FY2019-20	FY2020-21	Proposed
\$ 3,267,568	\$ 3,233,284	\$ 3,274,719

Funds

- 16 Patrol Officer(s) & 1st Line Patrol Supervisors
- 3.5 Detectives, *(6 months salary, benefits & equipment for SIU Investigator)*
- 3 Managers, *(10% of Chief Salary in 271)*
- 1 Administrative Assistant, *(10% of Salary in 271)*
- Step Increase
- Doubles Pro-Diversity Network Recruitment Advertising

Reductions

- 6 months delay, SIU Investigator salary, benefits, equipment
- Limits travel for training
- Reduced fuel consumption based on current usage/contract cost
- Reduced vehicle & equipment maintenance based on current costs

Not Funded

- Eliminated Police K-9 Association and Police Educators Memberships
- Laptop Computer/Tablet Project, *(Completed)*



Questions ?



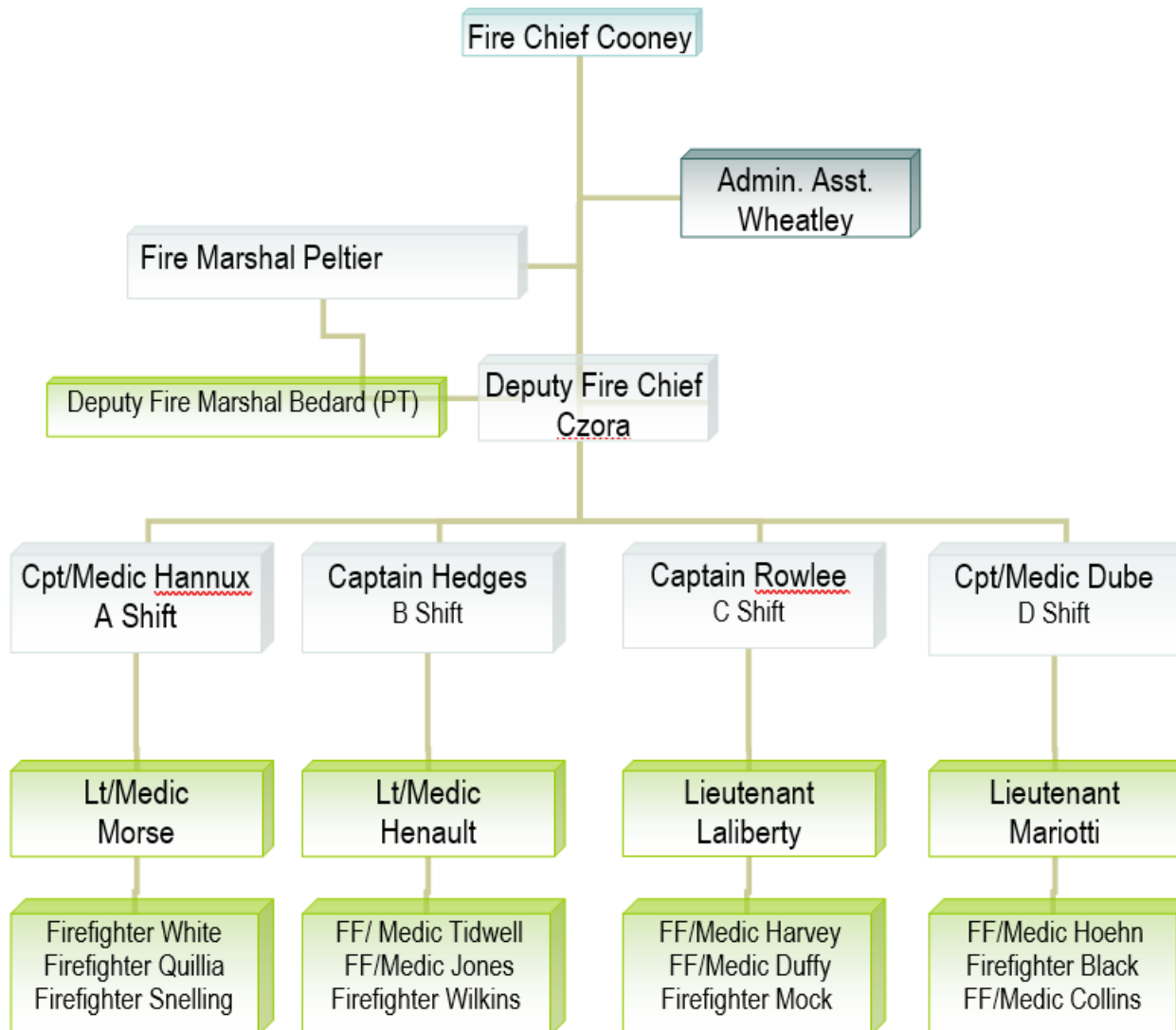
Hartford Fire

**FY 22 Budget
(221)**





Organizational Chart





24/7/365 Coverage



All-Hazards Responder/ Rescue Specialist (HFD Fulltime Staff Skills)



Hazardous Materials
Responder



Water Rescue Technician

Specialties: Trench / Confined
Space/Building Collapse Rescue



Rope Rescue Technician

Licensed Advanced EMT
or Paramedic



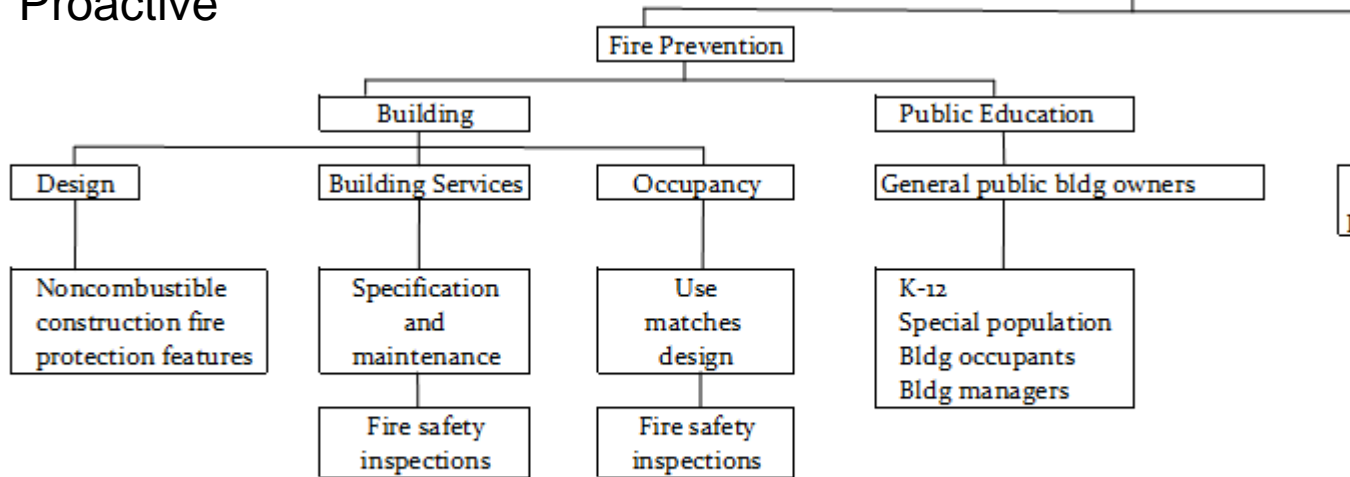
Vermont
Certified Firefighter



Fire and Life Safety Objectives



Proactive

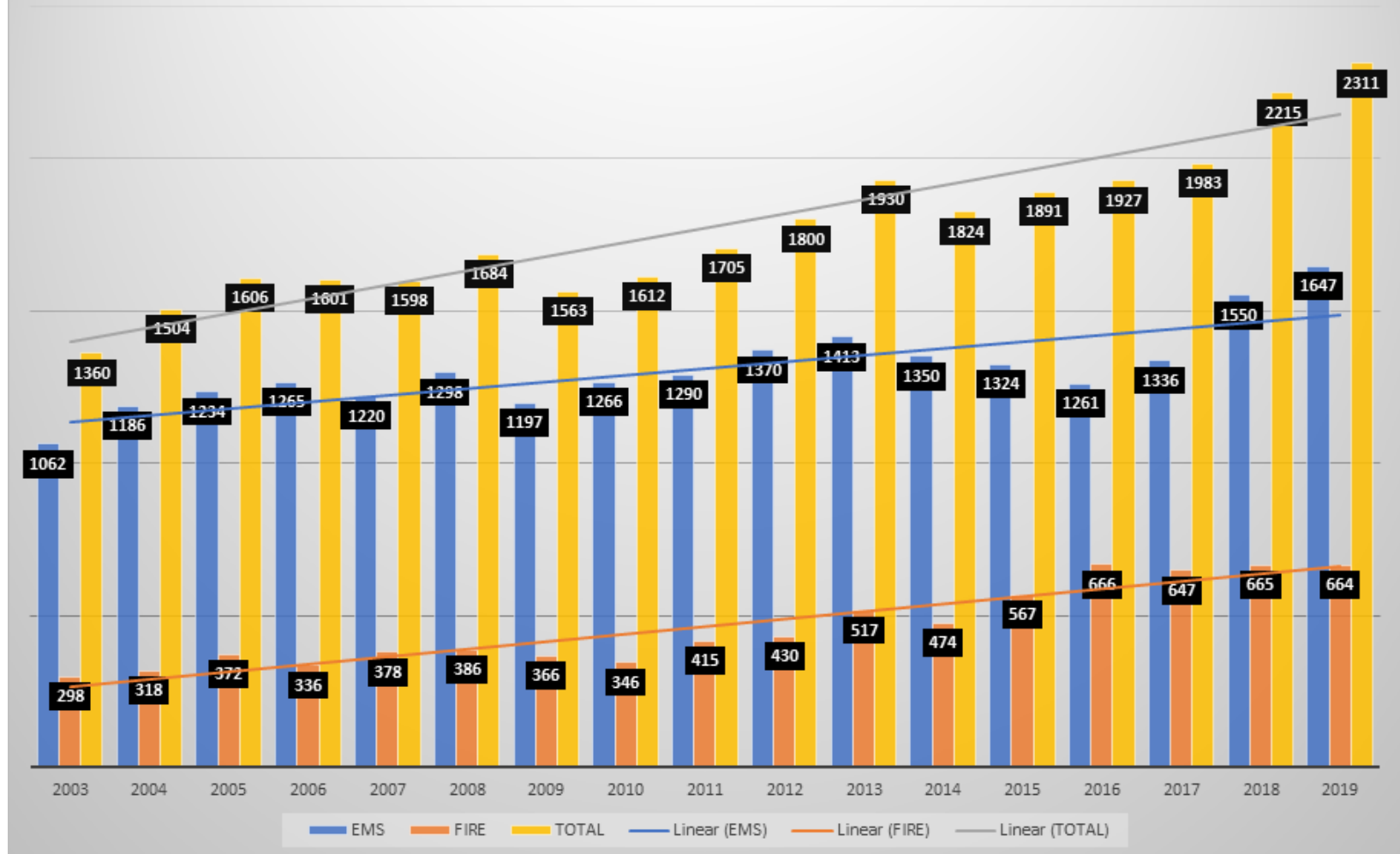


700+ Building Inspections

- Existing and New Construction
- Revenue \$205,370



Hartford Fire Department Call Volume 2003-2019

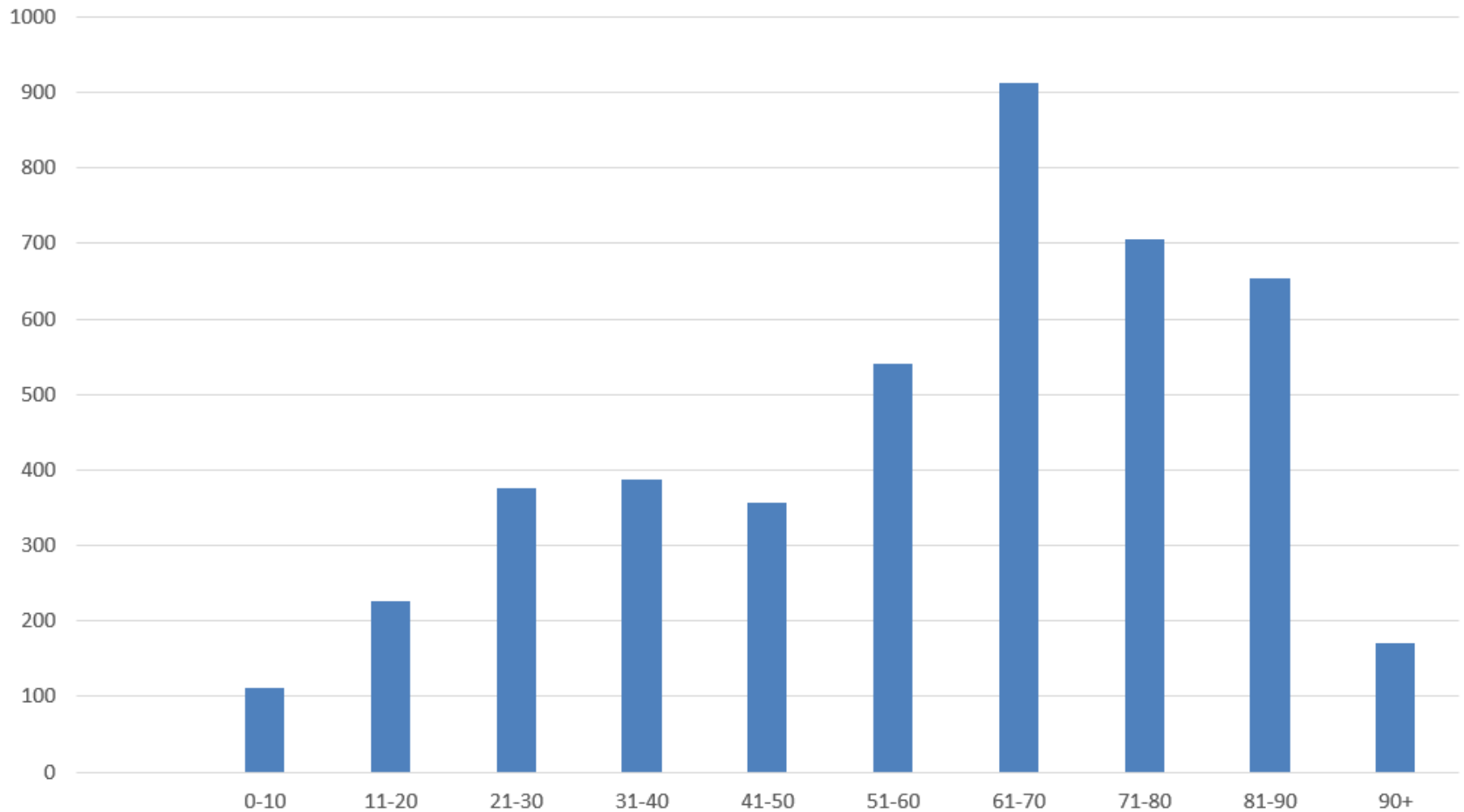




Patient Age Range 2017-2019

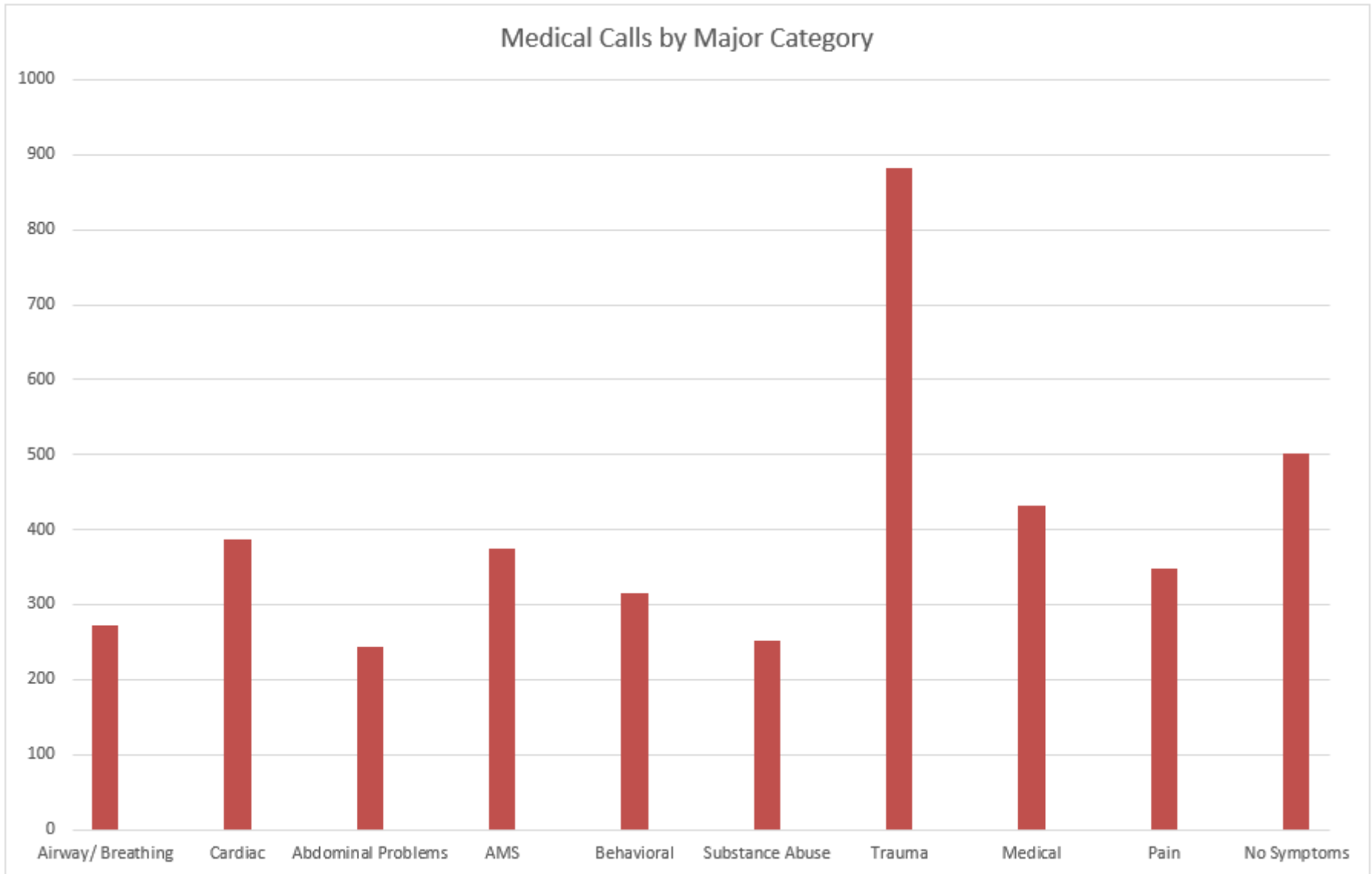


Calls according to age range 2017-2019





2017-2019 Diagnosis Categories





Budget Evolution

FY 20, FY 21, FY 22



FY 20: Expense \$3,705,797 Revenue \$ 878,832 (+\$300,462)

- Added 3 Firefighter/EMT/Paramedics

FY 21: Expense \$3,882,612 Revenue \$ 738,400 (Estimated)

- Added Ladder Truck Payment \$93,506

FY 22 FLAT: Expense \$3,911,626 Revenue \$744,150 (Estimated)

- Includes Radio System Lease Payment \$31,000
- Quechee Station Staffing Study \$35,000
- Ladder Truck Payment (3 of 10) \$93,506



Highlights



Reductions:

- Retirements, Salary changes (Fire Marshal, Firefighter), Holiday, Insurances \$133,356
- Paramedic Tuition \$10,000
- Equipment \$9,000
- Fire Gear \$5000

Funds:

- CBA Raises
- Ventilator \$10,000
- IV Pumps \$8000
- Water Rescue Suits
- Reserve Transfer for SCBA \$95,000

Not Funded:

- Apparatus Floor Resurfacing \$20,000
- Heat Pumps \$13,000
- Apparatus Replacement Reserve \$100,000



Questions ?