



**TOWN OF HARTFORD LOCAL
LIQUOR CONTROL BOARD
& SELECTBOARD AGENDA**

Tuesday, August 15, 2017 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

I. Call to Order the Selectboard Meeting

II. Pledge of Allegiance

III. Local Liquor Control Board:

1. Wicked Awesome BBQ, LLC, 93 Beswick Drive, White River Junction, 05001. (1st Class)

IV. Order of Agenda

V. Selectboard

1. **Citizen, Selectboard Comments and Announcements: TBD**
2. **Appointments: NONE**
3. **Town Manager's Report:** (TBD, Board questions, concerns, requests, project updates, etc.)
4. **Board Reports, Motions & Ordinances:**
 - a. Parks & Recreation Commission By-Laws Update. (Mot. Req.)
 - b. Revaluation Update/Discussion. (Info Only)
5. **Commission Meeting Reports: TBD**

6. Consent Agenda (Mot. Req.):

- a. Approve Payroll Ending 8/12/2017
- b. Approve Meeting Minutes of 8/1/2017
- c. Approve A/P Manifest of 8/11/2017 & 8/15/2017
- d. Selectboard Meeting Dates of:
 - Already Approved: 8/29/2017, 9/12/2017, 9/26/2017

7. Executive Session: None

8. Close the Selectboard Meeting. (Mot. Req.)

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.

Selec board mtg - 8/15 6:PM. ✓ OK



FIRST/SECOND CLASS LIQUOR LICENSE AND TOBACCO APPLICATION
LICENSE YEAR IS MAY 1ST THROUGH APRIL 30TH OF THE FOLLOWING YEAR

Wickel Awesome BBQ LLC
Print Name of Person, Partnership, Corp., Club or LLC

Wickel Awesome BBQ

Doing Business as - Trade Name
93 Beswick Dr

Street
WRS 05001

Town or City & Zip Code
[REDACTED]

Telephone Number
[REDACTED]

Mailing Address (if different from above)
[REDACTED]

Email address [REDACTED]

Please check appropriate categories

☒ FIRST CLASS
☐ SECOND CLASS ☐ RETAIL DELIVERY PERMIT
☐ TOBACCO ☐ TOBACCO ENDORSEMENT

☒ Restaurant
☐ Hotel
☐ Club
☐ Commercial Kitchen (a Liquor Control Commercial Caterer's
License is needed with this license)

FEES:

FIRST CLASS LICENSE - \$115.00 to DLC and \$115.00 to Town/City
SECOND CLASS LICENSE- \$70.00 to DLC and \$70.00 to Town/City
SECOND CLASS RETAIL DELIVERY PERMIT - \$100.00 to DLC
TOBACCO LICENSE- (there is no fee for tobacco if applying for
second class)
TOBACCO ENDORSEMENT PERMIT - \$50.00 to DLC

*if applying for Tobacco only license, please use the Tobacco Only form.

TO THE CONTROL COMMISSIONERS OF THE TOWN/CITY OF Hartford

Application is hereby made for a license to sell malt and vinous beverages under and in accordance with Title 7, Vermont Statutes Annotated, as amended, and certify that all statements, information and answers to questions herein contained are true; and in consideration of such license being granted do promise and agree to comply with all local and state laws; and to comply with all regulations made and promulgated by the Liquor Control Board. Upon hearing, the Liquor Control Board may, in its discretion, suspend or revoke such license whenever it may determine that the law or any regulations of the Liquor Control Board have been violated, or that any statement, information or answers herein contained are false.

MISREPRESENTATION OF A MATERIAL FACT ON ANY LICENSE APPLICATION SHALL BE
GROUNDS FOR SUSPENSION OR REVOCATION OF THE LICENSE, AFTER NOTICE AND
HEARING.

If this premise was previously licensed, please indicate name _____

I/we are applying as: Please check one:

☐ INDIVIDUAL ☒ LIMITED LIABILITY COMPANY ☐ PARTNERSHIP ☐ CORPORATION



PARKS & RECREATION



Recommended Changes

Parks & Recreation Commission By-Laws

Presented
August 15th, 2107



PARKS & RECREATION



Recommended Changes

Article III E. replace “or his death” to “**or their death**”

Article IV B. replace “The meetings shall convene at 4:30 p.m. unless otherwise ordered. Meetings are not held the months of July and August” to “**The meetings shall convene at 5:30 p.m. unless otherwise ordered.**”

Article IV E. replace “Four voting members constitutes a quorum at any regular or special meeting” to “**A majority of active voting members constitutes a quorum at any regular or special meeting.**”

Town of Hartford, Vermont - Parks and Recreation Commission

BY-LAWS

**Article I
Mission Statement**

The association shall be called the Town of Hartford Parks and Recreation Commission.

Our mission is to serve the needs of the community through quality parks and facilities and by offering life long learning through recreational and cultural programs.

**Article II
Purpose of the Commission**

The Commission shall consult with and advise the Director of Parks and Recreation in matters affecting recreation programs; park/facility related projects, policies and finances. Assist in the development of long-range planning for recreation and park needs of the community.

The Commission serves solely in an advisory capacity. In that capacity, the Commission may recommend action to the Town Selectboard, but may not assume any legislative or administrative authority in the operation of the Parks and Recreation Department. To achieve this goal, the Commission shall seek to increase public awareness of the existence and value of park and recreation opportunities in the Town, and review the annual Department budget. To perform all of the above, in a manner representing the Town of Hartford citizens.

**Article III
Membership**

- A. The voting membership of the Commission shall be no less than seven members. All members shall be residents of the Town of Hartford, Vermont.
- B. The Selectboard shall appoint new members to three-year terms of office and/or appoint new members to complete a term. Selection process of new members will take into consideration the continuity of the existing make-up of the Commission. The Parks and Recreation Commission Chairperson will be consulted in the selection process.
- C. The Director of Parks and Recreation, the Selectboard Liaison and the School Board Liaison are all ex-officio members.
- D. Other ex-officio members may be added for a period of one year or less, members may be added by a simple majority vote of the Commission at any regularly scheduled meeting.
- E. In the event the resignation of any Commission member, ~~or his death~~, or their death, inability to serve, or absence without acceptable reasons for three consecutive meetings, the Selectboard shall appoint a member to finish any unexpired term that might remain.

Article IV

Meetings

- A. All meetings shall be conducted under “Robert’s Rules of Order” unless otherwise provided.
- B. Regular meetings shall be held at the Municipal Building on the second Thursday of each month during the year, unless otherwise ordered by the Commission. ~~The meetings shall convene at 4:30 5:30 p.m. unless otherwise ordered. Meetings are not held the months of July and August~~
- C. The Chair, upon the request of at least two members, shall call special meetings.
- D. The meeting in December shall be known as the Organization Meeting. The purpose of this meeting shall be for the election and installation of officers, namely the Chair, Vice-Chair, and the Secretary.
- E. ~~Four voting members constitute a quorum at any regular or special meeting.~~ A majority of active voting members constitutes a quorum at any regular or special meeting.
- F. All meetings are open to the public.
- G. Majority recommendations of the Commission will be published in the minutes. If a majority of the Commission feels that their recommendations are being unreasonably and/or repeatedly ignored, they may request a meeting with the Town Manager to discuss and rectify the problem. If, after review with the Town Manager, the Commissioners still feel that a problem exists, they may request a meeting with the Selectboard whose decision will be final.

Article V

Officers

- A. The officers of this Commission shall be a Chair, Vice-Chair and a Secretary, who shall be elected at the Organization Meeting in December to serve for one year or until a successor shall be elected and qualified.
- B. These officers and the Director of Parks and Recreation shall constitute an Executive Board who shall act in emergencies. The Executive Board shall meet in the Municipal Building as deemed necessary by any officer.

Article VI

Duties of Officers

- A. The Chair shall preside at all meetings of the Commission. The Chair shall appoint all sub-committees, represent the Commission at public affairs, and assure the accuracy of the Commission’s reports, including an annual report to the Selectboard. The Chair shall meet regularly with the Director of Parks and Recreation to discuss preparation of agendas, reports, and other matters that concern the Commission. The Chair shall perform the other duties ordinarily performed by that office and maintain, at all times, the dignity associated with the position.
- B. The Vice-Chair shall act in the absence of the Chair.
- C. The Secretary shall keep a record of the proceedings of the Commission.

Article VII

Elections

All officers shall be nominated and elected from the floor at the December meeting. A majority vote of those present shall constitute an election.

Article VIII

Duties of Members

It shall be the duty of each member to take an active part in the direction of the Department's programs and to act in whatever capacity to be loyal in thought and deed to the welfare of the community in which it seeks to serve. Each member will be responsible to be a liaison to other Town boards and/or groups, reporting back to the Commission.

The Commission will be involved in the interviewing of and afforded the opportunity to comment on the selection of a new Director of Parks and Recreation. The Commission will be notified and afforded the opportunity to comment on any termination proceedings against the Director of Parks and Recreation, consistent with Town Employee Personnel Policy Rules and Regulations.

Article IX

Committees

- A. Special committees may be appointed by order of the Commission as needs may arise. Such committees shall not necessarily be restricted to members of the Commission. The Chair of any special committee may be an ex-officio member of the Commission, including Program, Facilities, Park Areas, Finance, Pool, Equipment and Supplies, and the like.

The Director of Parks and Recreation shall be an ex-officio member of all committees and report back to the Commission.

Article X

Amendments

These by-laws may be amended at any time at any regular or special meeting by a majority vote of the Selectboard, present and voting, provided notice of the proposed amendment has been given in writing to all Selectboard and Commission members at least fifteen (15) days prior to the said meeting.

Revised & approved by the Hartford Board of Selectmen 02/05/02

Revised & approved Article 3A by the Hartford Board of Selectmen 07/18/06

Revised meeting and organizational date 2007

Revised Article IV meeting time 02/14/2013

Town of Hartford, VT
2017 Revaluation Summary

August 15, 2017

The results of the 2017 Valuation update were as follows:

Measured and listed 613 Qualified Sales from 4/1/2014 through 3/31/2017

Residential = 326
Condominium = 209
Vacant Land = 12
Manufactured Home = 55
Commercial/Industrial = 11

Value Change Averages:

Overall values decreased 2%
Residential decreased 2%
Vacant land unchanged 0%
Commercial increased 7%
Condominium decreased 5%
Manufact. decreased 3%

2016 Assessed Value = 1,467,139,062
2017 Assessed Value = 1,465,717,162
-1,421,900

Overall Median Assessment to Sales Ratio = 98.80%

IAAO Standards

90% - 110 %

Overall Coefficient of Dispersion (COD) = 8.6774

Less Than 15 %

Price Related Differential (PRD) = 1.013

.98 to 1.03

Residential Inspections/Total = 4721
Residential Interior Inspections/Total = 1483
Residential Entry Rate = 31%

Commercial Inspections/Total = 424
Commercial Interior Inspections/Total = 299
Commercial Entry Rate = 71%



**TOWN OF HARTFORD LOCAL
LIQUOR CONTROL BOARD
& SELECTBOARD MINUTES**

Tuesday, August 1, 2017 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

Present: Richard Grassi, Selectboard Chair; Dennis Brown, Selectboard Vice Chair; Simon Dennis, Selectboard Member; Rebecca White, Selectboard Member; Alan Johnson, Selectboard Member; Leo Pullar, Town Manager; Everette Hammond, DPW; Lana Livingston, Administrative Assistant; Dylan Kreis, CROH; Lynn Bohi; Jason Houle; Cathy Hazlett; Dawn Pullar; Lannie Collins.

Note: Mike Morris, Selectboard Member via phone at 6:00 P.M. and left at 9:15 P.M.
Sandra Mariotti, Selectboard Clerk came into the meeting at 8:25 P.M.

<http://catv.cablecast.tv/CablecastPublicSite/show/6409?channel=1>

I. Call to Order the Selectboard Meeting

Selectboard Chair, Dick Grassi called the meeting to order at 6:01 P.M.

II. Pledge of Allegiance

Lannie Collins, from Quechee Village led the Pledge of Allegiance.

III. Local Liquor Control Board: None

IV. Order of Agenda: No changes.

V. Selectboard

1. Citizen, Selectboard Comments and Announcements:

Lannie Collins from Quechee questioned the Town Policy with regards to shutting off the water to a resident's home. Mr. Pullar explained the process and assured Mr. Collins that the Town does due diligence with regards to shutting off resident's water service.

Dylan Kreis, from the Community Resilience Organization of Hartford invited the Selectboard, the Town Manager and his wife to the upcoming resilience week activities. The event is from August 18th to August 25th.

Selectboard Comments:

Selectboard member, Simon Dennis commented that this area, with the three rivers, we need to be especially aware of the matter of resilience.

Selectboard Vice Chair, Dennis Brown reported that a citizen asked him to look at Ridgeview road in Wilder and Ravens Wood road that were damaged in the July 1st rain storm. He has looked at them and has contacted the Town Manager to make sure they are on the list of roads that were damaged in the July 1st storm and need to be repaired.

2. Appointments:

- a. Consider the Appointment of Jason Houle to the Upper Valley Subcommittee for the Connecticut River Joint Commission (Hartford Member).

The Upper Valley Subcommittee of the Connecticut River Joint Commissions consists of appointed volunteers from the Vermont towns of Hartford, Norwich, Thetford, Fairlee, and Bradford, and the New Hampshire towns of Lebanon, Hanover, Lyme, Orford, and Piermont. We meet every two months on average to discuss and act on a variety of river-related issues. Meetings are usually held in Thetford or Lyme.

The Subcommittee reviewed and commented on a wide range of regulatory applications this year, including river shoreline stabilization, wetlands activity, and stormwater management at several private and public sites. Subcommittee members continued to bring a valuable contribution of expertise and local knowledge to the table for the assistance of landowners, municipalities and state agencies.

This year Subcommittee members volunteered a great deal of extra time to represent the interests of the River and its resources, as well as landowners and local municipalities, in the federal relicensing process for TransCanada's Wilder Dam hydroelectric facility. Study reports commissioned by the applicant were reviewed and comments submitted to the Federal Energy Regulatory Commission (FERC) regarding bank erosion and water quality. The CRJC Subcommittee joined with other advocates for municipalities and other property owners in requesting financial assistance from the dam owners for damage caused by erosion, since the operation of the dams is one of the contributors to the bank erosion problem.

Selectboard Vice Chair, Dennis Brown made the motion That the Selectboard Appoint Jason Houle as a Hartford Member of the Upper Valley Subcommittee of the Connecticut River Joint Commission effective 08/01/2017. Selectboard member, Simon Dennis seconded the motion. The motion passed unanimously.

3. **Town Manager's Report:** (TBD, Board questions, concerns, requests, project updates, etc.)

<http://www.hartford-vt.org/ArchiveCenter/ViewFile/Item/99>

Highlights: The Town Manager, Leo Pullar asked the Board about meeting with the School Board for a "retreat". The Selectboard would like to call it a workshop and the August 23rd date is not going to work for the Selectboard. They suggested a date late in September for a Selectboard workshop followed by one in October with the School Board. Mr. Pullar will communicate this to the Superintendent of Schools. Selectboard member, Rebecca White reminded the Board of the topics that might be considered are the combined Capital Improvement Plans and how we market/brand as a community.

Select Board member, Rebecca White stated that there was a request for the Board Members to try to attend the BCA meetings. The next one is August 10th.

4. **Board Reports, Motions & Ordinances:**

- a. VTRANS Mitigation Grant Application. (Mot. Req.)
Everette Hammond, acting director of Public Works, presented the Municipal Highway and Stormwater Mitigation Program Grant Request to the Selectboard.

The Grant:

The State of Vermont Department of Transportation has a new Mitigation Grant program that will fund up to 80% of the project costs for the following projects:

1. Planning Studies:
2. Salt/Sand Sheds
3. Vector Trucks/High Efficiency Sweepers
4. Bank Stabilization/stream bank stabilization
5. Culvert Replacement/Re-sizing
6. Detention Ponds/check dams
7. Check dams
8. Etc.

VTRANS Mitigation Grant Options:

<u>Option</u>	<u>Description</u>	<u>Town</u>	<u>Grant</u>	<u>Total Cost</u>
1a	Replace Vacuum Sweeper	\$ 56,000	\$224,000	\$280,000

1b	Recondition Vacuum Sweeper (alternative)	\$ 20,000	\$ 80,000	\$100,000
1c	New Vactor truck	\$ 76,000	\$304,000	\$380,000
2	Quechee Main Street slope erosion	\$ 10,600	\$ 42,400	\$ 53,000
3	River Road slope erosion	\$ 8,400	\$ 33,600	\$ 42,000
4	Connecticut River Road driveway erosion	\$ 10,000	\$ 40,000	\$ 50,000

Recommendation:

Due to the potential FEMA funding for Quechee Main Street and River Road, the Public Works Director recommends applying for Option 1c. \$380,000 Grant Request recommended for Option 1c. This will be a new piece of equipment in Town.

This recommendation is in the mitigation grant category of a new vactor truck. There is a need for a vactor truck in town with over 60 miles of sewer line, 21 pump stations and 24 leach fields. The Town of Springfield is in the process of purchasing a vactor truck though a similar grant program. If approved for 1c funding, the Public Works Department will fully investigate the long-term costs and benefits.

Selectboard member, Simon Dennis asked if the Board could get a comprehensive report on our vulnerability concerning culverts. He would like to look at the culvert report that was done in the past as a way to start.

Selectboard member, Rebecca White made the motion:

That the Selectboard Authorize the Town Manager to Apply for a VTRANS Mitigation Grant to Assist with the Purchase of a Vactor Truck. Selectboard member, Alan Johnson seconded the motion. The motion passed unanimously.

b. Consider Purchasing Policy Update.

Town Manager, Leo Pullar presented the revised Purchasing Policy.

Purpose: To gain Selectboard approval for the proposed updated Town Purchasing Policy.

Updates to the Current Policy:

- Several Formatting Corrections.
- Updated to Reflect Automated Purchase Order Process.
- Added Purchase Card Portion (Page 14).
- Added Ability for Department Head Delegation for Purchases < \$500 (Section 3.2, Page 4).
- Added Ability to Utilize Federal/State/Other Contracts (Section 3.8, Page 4).

- Added Preference for Competitive Sealed Bidding Regardless of Cost of Work (Section 5.0, Page 6).
- Added Miscellaneous (Section 9.0, Pages 8-9):
 - Use Competitive Bids/Proposals.
 - Must be Taxpayer in Good Standing if Bidding and a Resident.
 - 5% Allowance for Town Businesses.
 - Town will Request/Verify References
 - Background Checks
 - Work Awarded Lowest Cost –Technically Acceptable
- Added Town Manager Authority to Waive Performance/Payment Bonds (Appendix II, Section 2.2/3, Page 11).

**Selectboard member, Alan Johnson made the motion:
That the Selectboard Approve the Updated Town Purchasing Policy,
known as Version 3 and dated August 1, 2017. Selectboard member,
Mike Morris seconded the motion. The motion passed unanimously.**

- c. Review Updated “To Do” List. (Info Only)
Town Manager, Leo Pullar reviewed his “To Do” list with the Board.
This list can be found in its entirety on the Town of Hartford Website under the Selectboard Agenda for August 1, 2017.

Selectboard member, Alan Johnson asked if perhaps a committee of citizens could take on any of the projects from the list.

Background:

- Not Complete; Always Changing.
- This List is Focused on Things the Selectboard will Engage On, Provide Guidance or Approve the Final Product.
- Many Tasks Contain Multiple Sub-Tasks.
- Goal is to Give Awareness of Things on the Horizon.

5. Commission Meeting Reports:

Selectboard Vice Chair, Dennis Brown reported that he attended the Historic Preservation Committee meeting. The committee is trying to find ways to have more people involved and engaged in the Town’s history. One thought was to have a course in the Town’s history in either middle or high school. Selectboard member, Rebecca White commented that innovative 3-D work is being done at the High School. She has seen downtown buildings being reproduced using the 3-D technology.

Mr. Brown also reported that the road sign State marker near the State Park has been replaced with a new sign. There also has been a lot of work done around the Waldorf School. Many trees have been removed. This brings to question should a Historic representative be present at the Planning and Zoning meetings as well as

others. Another example is the new Blodgett's box shape building next to a historic house.

Selectboard member, Simon Dennis reported that the people from Upper Valley Apple Core did a work day here. They plant trees and get sponsors for them and care for them. This is all at no cost to the Town.

6. Consent Agenda (Mot. Req.):

- a. Approve Payroll Ending 7/29/2017

Selectboard Clerk, Sandra Mariotti made the motion to approve the payroll ending 7/29/2017. Selectboard member, Simon Dennis seconded the motion. The motion passed unanimously.

- b. Approve Meeting Minutes of 7/18/2017 & 7/25/2017

Selectboard member, Simon Dennis made the motion to approve the minutes of 7/18/2017. Selectboard Clerk, Sandra Mariotti seconded the motion. 6 voted Aye, 0 voted Nay and 1 Abstained (Rebecca White). The motion passed.

Selectboard member, Simon Dennis made the motion to approve the minutes of 7/25/2017. Selectboard member, Rebecca White seconded the motion. 6 voted Aye, 0 voted Nay and 1 Abstained (Sandra Mariotti). The motion passed.

- c. Approve A/P Manifest of 7/28/2017 & 8/1/2017

Selectboard member, Rebecca White made the motion to approve the A/P Manifest of 7/28/2017. Selectboard member, Alan Johnson seconded the motion. The motion passed unanimously.

Selectboard member, Alan Johnson made the motion to approve the A/P Manifest of 8/1/2017. Selectboard Clerk, Sandra Mariotti seconded the motion. The motion passed unanimously.

- d. Selectboard Meeting Dates of:

- Already Approved: 8/15/2017 & 8/29/2017
- To be Approved: 9/12/2017 & 9/26/2017

Selectboard Vice Chair, Dennis Brown made the motion to approve the Selectboard meetings of 9/12/2017 and 9/26/2017. Selectboard Clerk, Sandra Mariotti seconded the motion. The motion passed unanimously.

7. **Executive Session:** (Mike Morris was not present or by phone for the Executive Session.)

Selectboard Clerk, Sandra Mariotti made the motion at 9:10 P.M.:

In accordance with Vermont's Open Meeting Law requirements, I move that the Selectboard enter into Executive Session to discuss Contracts under the provisions of Title 1, Section 313(a)(1) of the Vermont Statutes. Selectboard member, Simon Dennis seconded the motion. The motion passed unanimously.

Selectboard Clerk, Sandra Mariotti made the motion to close the executive Session at 9:40 P.M. Selectboard Vice Chair, Dennis Brown seconded the motion. The motion passed unanimously.

8. **Post Executive Session Action on Executive Session Topics. (Mot. Req.)**
Selectboard Vice Chair, Dennis Brown made the motion that the Selectboard Approve the Selection of Mudgett, Jennett & Krogh-Wisner, P.C. as the Town's Audit Firm for the next three years and authorize the Town Manager to sign the necessary documents to finalize this agreement. Selectboard Clerk, Sandra Mariotti seconded the motion. The motion passed unanimously.

Selectboard Clerk, Sandra Mariotti made the motion that the Selectboard approve Casella as the provider of the Town's curbside recycling and authorize the Town Manager to sign necessary documents to finalize this agreement. Selectboard member, Simon Dennis seconded the motion. The motion passed unanimously.

9. **Close the Selectboard Meeting.**
Selectboard Vice Chair, Dennis Brown made the motion to close the Selectboard meeting at 9:43 P.M. Selectboard member, Alan Johnson seconded the motion. The motion passed unanimously.

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.

Sandra Mariotti, Selectboard Clerk