



**TOWN OF HARTFORD
SELECTBOARD
SPECIAL MEETING**

Wednesday, July 24, 2019 at 6:00 pm
Hartford Town Hall
171 Bridge Street
White River Junction, VT 05001

I. Call to Order the Selectboard Meeting

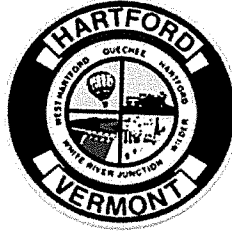
II. Order of Agenda

III. Selectboard

- a. Ladder Truck Purchase (Motion Required)
- b. Adoption of State Template for Road and Bridge Standards (Motion Required)
- c. Wilder Well #1 Pump Station Expansion Contract Award (Motion Required)
- d. Department of Public Works Dump Truck Award (Motion Required)
- e. Calcium Chloride Bid Award (Motion Required)
- f. Aggregate and Winter Sand Bid Award (Motion Required)
- g. Ratification of Strategic Priorities List (Motion Required)

IV. 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.



AGENDA MEMORANDUM
July 24, 2019
Town Selectboard Meeting Item: 3.a
Submitted by: Scott Cooney, Fire Chief

Subject: Fire Department Ladder 1 Replacement

Background: On April 29, 2019 during a routine maintenance inspection of the fire department 75 foot ladder truck a crack in the frame was discovered. The ladder truck was immediately placed out of service. This ladder truck was originally planned for replacement in FY25. In May, the Town Manager, Fire Chief and Finance Director began reviewing options for replacement and financing of this essential and specialized emergency vehicle. On June 3, VLCT-PACIF notified the Town that it would pay a \$147,843 settlement to total the vehicle for damage. Staff advised the Selectboard at its meeting on June 4 that we would be soliciting competitive proposals for a new replacement ladder truck that is either in-production or currently available, and would use the settlement funds towards the purchase.

Discussion: On July 1, 2019 the Town received responses from six manufacturers. In total, nine ladder trucks are available for purchase or scheduled for production with a later delivery date. The bids ranged from \$894,582 to \$981,852 with a variety of equipment specifications and proposals for leasing short-term vehicles until delivery of the replacement vehicle. For bids of ladder trucks in production we required the manufacturer to supply rental costs for a used ladder that could be utilize while in production. The Fire Department evaluation team assessed the vehicle technical specifications of each proposal and recommends the E-One HR100 single-axle ladder truck for \$949,608, including provision of a comparable loaner ladder vehicle free of charge until delivery of the replacement vehicle. The recommendation memo is attached.

We received several financing offers with interest rates from 3.07% to 3.59% depending on term financed. Applying the \$147,843 insurance settlement as a down payment to the purchase results in an \$801,765 amount to be financed. Financing that amount through a municipal leasing company for 10 annual payments at 3.2 % produces a payment of \$94,953.17 per year. The timing of the first payment is negotiable, due either upon delivery or within one year of closing.

**Financial
Impact:**

Funding to replace fire vehicles has been established in the CIP. The first payment \$94,953.17 would occur from the fire reserve account in FY20. There are funds set aside in the reserve account for the eventual replacement of the ladder in FY25; these funds will be applied to the first lease payment. The rental fees will be funded through encumbrances and the fire reserve. In future years the \$94,953.17 lease payment would be appropriated in the operating budget.

**Recommendation
Motion:**

I move to authorize the Town Manager to enter into a financing agreement and transfer from reserves for the purchase of a ladder truck from the awarded ladder truck manufacturer for a total amount financed of an amount not to exceed \$801,765.



Town Manager

Attachments: Ladder Replacement PPT
Ladder Recommendation
Bid Tabulation



Hartford Ladder 1 Replacement

7/24/19 Update



History



For the last 70 years the Town of Hartford has maintained a ladder truck for fire protection.

- 1948 Purchased a Maxim 65 foot ladder truck, stationed on Bridge Street
- 1980 Purchased a 100 foot Thibault ladder truck
- 2001 Purchased a 75 foot E-ONE Quint



Why have a ladder truck?



Residential/Commercial Insurance Ratings

- Public Protection Class Rating (PPC)
 - Travel Times
 - Distance
 - Equipment
 - Training
 - Water System
 - Access to buildings, 3 stories or more (35 feet)
- Affects cost of insurance
- Hartford meets the requirement for at least one ladder company



Why have a ladder truck?



Utilization in Rescue Situations

- Ground ladders are beneficial until you reach the three story level or where geography makes using them impractical.
- Far more stable platform to work
- Elevated anchor points for rescue situations





Why have a ladder truck?



Firefighting and Exposure Protection

- We operate (2) ladders on any first alarm in the hydrant district
- Increased access to buildings
- Elevated large quantities of water (500-1000 GPM)





Why have a ladder truck?



Relying on mutual aid lessens our effectiveness

- Early stages of a fire apparatus placement is a high priority
- Once apparatus arrives on scene and is connected to hydrants they cannot be moved easily
- Relying on a limited number of apparatus can be problematic if assigned elsewhere.
- If not setup and positioned early can lead to a disastrous outcome



Ladder 1



- Purchased in 2001, 75 foot E-ONE Quint, 2000 GPM pump, 500 gal. water
- Functions as a Engine and/or Ladder
- Deployed to all building fires in the hydrant district / chimney fires etc.
- Responds in special rescue situations
- Responded to 213 incidents 1/1/2014-12/31/2018, 3 percent of incidents
- Like all specialized equipment, it only needs to be used once to justify its existence, but potentially disastrous if needed and not available.



Planned Replacement



FY 20-25 CAPITAL IMPROVEMENT PLANNING

Fire Equipment Replacement

Implementation: FY 2020-2028

Reserve Fund

Builds reserve to replace an ambulance every 12 years, pumper and tanker every 20 years, and administrative vehicle every 8 years. **\$227,000** put into reserve fund every year.

Basis for Priority Rating 1

- Maintains current level of service as new development completed.
- Replaces broken or unserviceable equipment.
- Improves efficiency.
- Lowers maintenance cost.
- Provides for public and employee safety.
- Needed to meet state, federal or other legal requirements.
- Conforms to Town Master Plan.
- Prepares for future growth.

Replacement was planned for end of FY 25 with \$950,000 planned in the Reserve fund. Lifespan 25 years. Recommended 15-20 years by NFPA.



VLCT Claim



“The truck is deemed a total loss and the damage appears consistent with the accident description.

The Total loss value for this truck is \$150,000.00 based on comparable market of year, make and model. Since we previously paid \$2,157.18 for the November loss, I will deduct this amount from the total loss value of \$150,000 for a net value of \$147,842.82.”



RFP



July 1, 2019

- 6 Manufacturer Submitted
- 9 Ladder Trucks
- Pricing \$894,582-\$981,852



Bid Evaluations



Evaluation Team

- Reviewing 6 Bids
- Middlebury Bid Evaluation Tool
 - Measures components and build specifications
 - Applies a weighted score
- Contacting current owners
- Performing site visits and inspections
- Goal of recommendation by July 19th



Replacement Cost



Municipal Government Lease

- Authorized Financed Amount of \$801,765 over 10 years at 3.2% (Estimated)
- First payment of up to \$94,953.17 due in FY 20



Recommended Replacement Vehicle



E-ONE HR100 Single Axle Ladder Truck

- Value for Price
- Specifications
- Lighter GVW
- Free loaner vehicle until delivery (expected in November)



Funding Option



Utilize the current CIP Fire Vehicle Reserve Schedule Plan to fund the purchase

Fire Equipment Replacement
Implementation: FY 2020-2028

Reserve Fund

Builds reserve to replace an ambulance every 12 years, pumper and tanker every 20 years, and administrative vehicle every 8 years. **\$227,000** put into reserve fund every year.

Removing the intended Ladder Truck Purchase in FY 25 from the schedule reduces the Fire Reserve Fund deposit to \$132,046.83.



Current Reserve Fund Schedule



7/1/2018	Replace Car 1	\$ (42,955.50)	\$ 110,688.75
6/30/2019	Deposit	\$ 102,000.00	\$ 212,688.75
7/1/2019	Deposit LOT	\$ 227,000.00	\$ 439,688.75
7/1/2019	New Ambulance 3	\$ (280,000.00)	\$ 159,688.75
6/30/2021	Deposit	\$ 227,000.00	\$ 386,688.75
7/1/2021	Replacement Car 2	\$ (32,000.00)	\$ 354,688.75
6/30/2022	Deposit	\$ 227,000.00	\$ 581,688.75
7/1/2022	Replace Car 3	\$ (32,000.00)	\$ 549,688.75
6/30/2023	Deposit	\$ 227,000.00	\$ 776,688.75
7/1/2023	Ambulance 2	\$ (290,000.00)	\$ 486,688.75
6/30/2024	Deposit	\$ 227,000.00	\$ 713,688.75
6/30/2025	Deposit	\$ 227,000.00	\$ 940,688.75
7/1/2025	Ladder 1	\$ (950,000.00)	\$ (9,311.25)
6/30/2026	Deposit	\$ 227,000.00	\$ 217,688.75
7/1/2026	Engine 3	\$ (470,000.00)	\$ (252,311.25)
6/30/2027	Deposit	\$ 227,000.00	\$ (25,311.25)
7/1/2027	Ambulance 1	\$ (290,000.00)	\$ (315,311.25)





Funding Option



\$ 94,953.17 Due in FY 20 for 1st Payment

\$ 94,953.17 Financing Payment paid from Fire Reserve

- FY 21 Budget would show the \$94,953.17 financing payment and a separate \$132,046.83 contribution to the Fire Reserve Fund. Planned expenditure remains \$227,000.



New Reserve Schedule



6/30/2019	Deposit	\$ 102,000.00	\$ 212,688.75
7/1/2019	New Ambulance 3 \$227,000 Paid by LOT (\$280,000)	\$ (53,000.00)	\$ 159,688.75
5/15/2020	1st Financing Payment	\$ (94,953.17)	\$ 64,735.58
6/30/2021	Deposit	\$ 132,046.83	\$ 196,782.41
7/1/2021	Replacement Car 2	\$ (32,000.00)	\$ 164,782.41
6/30/2022	Deposit	\$ 132,046.83	\$ 296,829.24
7/1/2022	Replace Car 3	\$ (32,000.00)	\$ 264,829.24
6/30/2023	Deposit	\$ 132,046.83	\$ 396,876.07
7/1/2023	Ambulance 2	\$ (280,000.00)	\$ 116,876.07
6/30/2024	Deposit	\$ 132,046.83	\$ 248,922.90
6/30/2025	Deposit	\$ 132,046.83	\$ 380,969.73
6/30/2026	Deposit	\$ 132,046.83	\$ 513,016.56
7/1/2026	Engine 3	\$ (470,000.00)	\$ 43,016.56
6/30/2027	Deposit	\$ 132,046.83	\$ 175,063.39
7/1/2027	Ambulance 1	\$ (290,000.00)	\$ (114,936.61)



Questions ?



TOWN OF HARTFORD
FIRE DEPARTMENT
Fire/Ambulance/Rescue



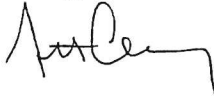
Scott D. Cooney, Fire Chief

scooney@hartford-vt.org

812 VA Cutoff Rd., White River Junction, VT 05001

Telephone: 802-295-3232 ~ Fax: 802-295-5143

July 18, 2019

To: Brannon Godfrey, Town Manager
From: Scott Cooney, Fire Chief 
RE: Ladder Truck Purchase Recommendation

The ladder bid review committee met yesterday to review the 3 top bids. The members of the committee and I are recommending the purchase of an E-ONE HR100 single axle ladder truck from Desorcie Emergency Products, LLC of St. Albans, VT for the bid amount of \$949,608. This ladder is scheduled to be constructed beginning September 1st and Desorcie Emergency Products will be supplying a loaner ladder truck free of charge during the build time upon contract approval.

I want to commend the efforts of the committee during their review process. In a short period of time have reviewed extensive documentation, traveled all over New England to inspect vehicles and have contacted numerous departments to get reviews of the products that were bid. Combined this review team brought over 80 years of fire service experience to this selection process. I am confident that this is the best recommendation and this product should service this community effectively for the next 20 years.

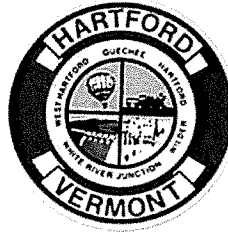
Of the nine vehicles bid, three made the final review. The single axle E-ONE HR100 and the tandem axle E-ONE HR100 from Decorscie Emergency Products, LLC and the tandem C34R-110 Spartan Ladder from New England Fire Equipment & Apparatus Corporation. There were many areas of evaluation within the bid review process. We were fortunate to have assistance from the Middlebury, VT Fire Department in reviewing specifications. They purchased a ladder truck a year or so ago and had the assistance of a professor of finance and economics at Middlebury College. He designed a bid evaluation excel worksheet that provides a weighted scoring system to evaluate bid submissions. We found it very beneficial in the evaluation of many of the technical specifications of each bid and plan to use it for future bid evaluations in

the future. Both of these vendors received additional points by supplying the Town with a free loaner ladder truck during the build time of their submission. In the final assessment we determined that the need for a tandem axle design was not beneficial for our application. Our unique community with its rural areas did not justify the additional gross vehicle weight (GVW) of the tandem design, the operation of a tandem axle would be new to staff, and the increased maintenance cost of brakes and tires set them apart from the single axle design. The single axle design by E-ONE is not new to the industry. We previously owned a single axle without issues, the City of Boston, MA and the City of Cincinnati, OH also have many of these vehicles in service.

I am recommending that we proceed with the financing authorization as planned for the July 16, 2019 Board meeting. By authorizing the Town Manager to enter into a financing agreement for no more than \$825,000. The funding authorization for a loaner vehicle can be removed. As the proposed vehicle is a demonstration vehicle there are options we can remove and some that we can add to make this vehicle more effective for our operations and this community before construction.

BID TABULATION
TOWN OF HARTFORD
JULY 1, 2019 2:00PM ROOM 2

Bidder	Bid #1	Bid #2	Bid #3
New England Fire Equipment	105 Ladder \$869,779	105 Ladder \$883,506	110 Ladder 943,727
Rosenbauer America	109 Ladder \$894,582		
HME Ahreins-Fox	111 Ladder \$952,300		
E-One	HR 100 S Ladder \$949,608	HR 100 T \$975,514	
Sutphen	100 Ladder \$981,852		
Ferrara	107 Ladder \$964,502		

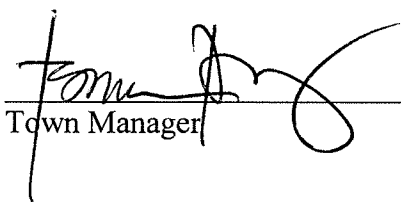


AGENDA MEMORANDUM

July 24, 2019

Town Selectboard Meeting Item: 3.b

Submitted by: Hannah Tyler, Director of Public Works

- Subject:** Adoption of Vermont Town Road and Bridge Standards
- Background:** The formal adoption of the State of Vermont Agency of Transportation Town Road and Bridge Standards is done annually. It certifies that the Town is maintaining our roads, bridges, and drainage systems in keeping with best management practices.
- Discussion:** This year the Road and Bridge Standards are much more robust than previous years, taking changes from the Municipal General Roads Permit into account for water quality improvement and disaster resiliency. Adoption of the standards qualifies the Town for lower grant match amount and better disaster funding as well.
- Financial Impact:** N/A
- Recommendation:** That the Selectboard adopts the Vermont Town Road and Bridge Standards
- 

Town Manager
- Attachments:** VTrans letter and form

TOWN ROAD AND BRIDGE STANDARDS

(June 5, 2019)

MUNICIPALITY OF Hartford, VERMONT

The Legislative Body of the Municipality of Hartford hereby adopts the following Town Road and Bridge Standards which shall apply to the construction, repair, and maintenance of town roads and bridges.

The standards below are considered minimums. Municipalities that have construction standards / specifications in place that meet or exceed the minimum standards: indicate adoption date and include as Appendix C. **Date of Adoption:** 7/16/2019

Municipalities must comply with all applicable state and federal approvals, permits and duly adopted standards when undertaking road and bridge activities and projects.

Any new road regulated by and/or to be conveyed to the municipality shall be constructed according to the minimum of these standards.

Circle YES or NO below to indicate town adoption of that section of the Standards

Road and Bridge Standards Sections	Hydrologically-connected road segments*	Non-hydrologically-connected road segments**
Section 1 – Municipal Road Standards	<input checked="" type="radio"/> YES (Required by Act 64)	<input checked="" type="radio"/> YES NO
Section 2 – Class 4 Road Standards	<input checked="" type="radio"/> YES (Required by Act 64)	<input checked="" type="radio"/> YES NO
Town wide		
Section 3 - Perennial stream- bridge and culvert standards	<input checked="" type="radio"/> YES (Required by DEC Stream Alteration Standard)	
Section 4 – Intermittent stream crossings	<input checked="" type="radio"/> YES NO	
Section 5 - Roadway construction standards	<input checked="" type="radio"/> YES NO	
Section 6 - Guardrail standard	<input checked="" type="radio"/> YES NO	
Section 7 - Driveway access standard	<input checked="" type="radio"/> YES NO	

Road segments – ANR Resources Atlas includes a map layer of all of Vermont's municipal roads divided into 100-meter (328 foot) segments, each with a unique identification number.

***Hydrologically-connected road segments** - are those municipal road segments and catch basin outlets, Class 1-4, as shown on the ANR Natural Resources Hydrologically-connected municipal road segment layer (<http://anrmaps.vermont.gov/websites/anra5/>) or the Road Erosion Inventory Scoring (MRGP Implementation Table portal) layer (<https://anrweb.vt.gov/DEC/IWIS/MRGPReportViewer.aspx?ViewParms=True&Report=Portal>).

****Adoption of standards on non-hydrologically-connected road segments** does not indicate that these road segments are then subject to the Municipal Roads General Permit (MRGP).

Municipalities may also find additional resources in the latest version of the Vermont Better Roads Manual.
<https://vtrans.vermont.gov/sites/aot/files/highway/documents/ltf/Better%20Roads%20Manual%20Final%202019.pdf>

Road and Bridge Standards Sections

Section 1 – Municipal Road Standards - See Appendix A

These standards are required by Act 64 and the DEC Municipal Roads General Permit (MRGP) for hydrologically-connected roads only.

Municipalities may adopt Section 1 Road standards by road type for non-hydrologically-connected roads/segments/catch basins.

Section 2 – Class 4 Road Standards - See Appendix A

Section 3 - Perennial stream - bridge and culvert standards

Bridge and culvert work on perennial stream crossings must conform with the statewide DEC Stream Alteration Standard.

“Perennial stream” means a watercourse or portion, segment, or reach of a watercourse, generally exceeding 0.25 square miles in watershed size, in which surface flows are not frequently or consistently interrupted during normal seasonal low flow periods. Perennial streams that begin flowing subsurface during low flow periods, due to natural geologic conditions, remain defined as perennial. All other streams, or stream segments of significant length, shall be termed intermittent. A perennial stream shall not include the standing waters in wetlands, lakes, and ponds.

Streambank stabilization and other in-stream work must conform with the statewide DEC Stream Alteration Standard.

For River Management Engineer Districts: https://dec.vermont.gov/sites/dec/files/wsm/rivers/docs/RME_districts.pdf

Section 4 – Intermittent stream crossings – See Appendix B for sizing table and graphic. These standards are above and beyond the culvert standards in Section 1.

“Intermittent streams” are defined as streams with beds of bare earthen material that run during seasonal high flows but are disconnected from the annual mean groundwater level.

Section 5 - Roadway construction standards – Sub-base and gravel standards

All new or substantially reconstructed gravel roads shall have 8 inches* thick gravel sub-base, with an additional 3 inches* top course of crushed gravel.

All new or substantially reconstructed paved roads shall have 6 inches* thick gravel sub-base.

*Municipalities shall indicate their own construction criteria.

Section 6 - Guardrail standard

When a roadway, culvert, bridge, or retaining wall construction or reconstruction project results in hazards such as foreslopes, drop offs, or fixed obstacles within the designated clear-zone, the AASHTO Roadside Design Guide will govern the analysis of the hazard and the subsequent treatment of that hazard. For roadway situations, an approved barrier system may be steel beam guardrail with 6-foot posts and approved guardrail end treatment. If there is less than 3 feet from the rail to the hazard, then steel beam guardrail with 8-foot posts shall be used. The G-1D is an example of an approved guardrail end treatment. For bridge rails systems, VTrans bridge rail standards shall be referenced

Section 7 - Driveway access standard

The municipality has a process in place, formal or informal, to review all new drive accesses and development roads where they intersect town roads, as authorized under 19 V.S.A. Section 1111. Municipality may reference Vtrans Standard A-76 Standards for Town & Development Roads and B-71 Standards for Residential and Commercial Drives; the Vtrans Access Management Program Guidelines; and the latest version of the Vermont Better Roads Manual for other design standards and specifications.

Passed and adopted by the Legislative Body of the Municipality of Hartford, State of Vermont on
July 16, 2019

Selectboard / City Council / Village Board of Trustees:

_____	_____
_____	_____
_____	_____

Appendix A

Section 1: MUNICIPAL ROAD STANDARDS

The following standards constitute the minimum required Best Management Practices (BMPs) for municipal roads. These standards shall apply to the construction, repair, and maintenance of all town roads and bridges.

It is the municipality's responsibility to maintain all practices after installation. Roads not meeting these standards must implement the BMPs listed below in order to meet the required town's standards.

Feasibility

Municipalities shall implement these standards to the extent feasible. In determining feasibility, municipalities may consider the following criteria: The implementation of a standard listed in of this documentation does not require the acquisition of additional state or federal permits or noncompliance with such permits, or noncompliance with any other state or federal law. The implementation of a standard does not require the condemnation of private property; impacts to significant environmental and historic resources, including historic stone walls, historic structures, historic landscapes, or vegetation within 250 feet of a lakeshore; impacts to buried utilities; and excessive hydraulic hammering of ledge.

Standards for All Construction and Soil Disturbing Activities

Following construction and soil disturbance on a road, all bare or unvegetated areas shall be revegetated with seed and mulch, hydroseeded, or stone lined within 5 days of disturbance of soils, or, if precipitation is forecast, sooner.

Standards for Gravel and Paved Roads with Ditches

Baseline Standards for Gravel and Paved Roads with Ditches

The following are the standards for all gravel and paved municipal roads with drainage ditches, whether or not erosion is present. These standards also apply to all new construction and significant upgrades of stormwater treatment practices.

A. Roadway/Travel Lane Standards

1. Roadway Crown

- a. Gravel roads shall be crowned, in or out-sloped:
Minimum: ¼ inch per foot
Recommended: ¼ inch to ½ inch per foot or 2% - 4%
- b. Paved/ditched roads shall be crowned during new construction, redevelopment, or repaving where repaving involves removal of the existing paving.
Minimum: 1/8 inch per foot or 1%
Recommended: 1% - 2%

2. Shoulder berms (also called Grader/Plow Berm/Windrows)

Shoulder berms shall be removed to allow precipitation to shed from the travel lane into the road drainage system. Roadway runoff shall flow in a distributed manner to the drainage ditch or filter area and there shall be no shoulder berms or evidence of a "secondary ditch". Shoulder berms may remain in place if the road crown is in-sloped or out-sloped to the opposite side of the road from berm side of road. The shoulder berm standard only applies to gravel roads with drainage ditches.

B. Road Drainage Standards

Roadway runoff shall flow in a distributed manner to grass or a forested area by lowering road shoulders or conversely by elevating the travel lane level above the shoulder. Road shoulders shall be lower than travel lane elevation. If distributed flow is not possible, roadway runoff may enter a drainage ditch, stabilized as follows:

1. For roads with slopes between 0% and 5%: At a minimum, grass-lined ditch, no bare soil. Geotextile and erosion matting may be used instead of seed and mulch. Alternatively, ditches may be stabilized using any of the practices identified for roads with slopes 5% or greater included in subpart B.2 below.

Recommended shape: trapezoidal or parabolic cross section with mild side slopes; 2 foot horizontal per 1 foot vertical or flatter and 2-foot ditch depth.

2. For roads with slopes 5% or greater but less than 8%:
 - a. Stone-lined ditch: minimum 6 to 8-inch minus stone or the equivalent for new practice construction. Recommended 2-foot ditch depth from top of stone-lined bottom,
 - b. Grass-lined ditch with stone check dams¹, or
 - c. Grass-lined ditch if installed with disconnection practices such as cross culverts and/or turnouts to reduce road stormwater runoff volume. There shall be at least two cross culverts or turnouts per segment disconnecting road stormwater out of the road drainage network into vegetated areas or spaced every 160 feet.
3. For roads with slopes of 8% or greater: Stone-lined ditch.
 - a. For slopes greater than or equal to 8% but less than 10%: minimum 6 to 8-inch minus stone or the equivalent for new construction. Recommended 2-foot ditch depth from top of stone-lined bottom.
 - b. For slopes greater than 10%: minimum 6 to 8-inch minus stone. Recommended 12-inch minus stone or the equivalent. Recommended 2-foot ditch depth from top of stone-lined bottom.
4. If appropriate, bioretention areas, level spreaders, armored shoulders, and sub-surface drainage practices may be substituted for the above road drainage standards.

C. Drainage Outlets to Waters & Turnouts

Roadway drainage shall be disconnected from waterbodies and defined channels, since the latter can act as a stormwater conveyance, and roadway drainage shall flow in a distributed manner to a grass or forested filter area. Drainage outlets and conveyance areas shall be stabilized as follows:

1. Turn-outs – all drainage ditches shall be turned out to avoid direct outlet to surface waters.
2. There must be adequate outlet protection at the end of the turnout, based upon slope ranges below. Turnout slopes shall be measured on the bank where the practice is located and not based on the road slope.
 - a. For turnouts with slopes of 0% or greater but less than 5%: stabilize with grass at minimum. Alternatively, stabilize using the practices identified in subpart b – c below, when possible.
 - b. For turnouts with slopes 5% or greater: stabilize with stone.
 - c. For slopes greater than 5% but less than 10%: minimum 6-inch to 8-inch minus stone or the equivalent for new construction.
 - d. For slopes greater than 10%: minimum 6 to 8-inch minus stone or equivalent for new construction. Recommend 12-inch minus stone or the equivalent.

¹ See check dam installation specifications.

Drainage and Intermittent Stream Culvert Standards

The following are the required culvert standards for all gravel and paved roads with ditches where rill or gully erosion is present. These standards also apply to new construction and significant upgrades of stormwater treatment practices.

1. Municipal Culverts (Drainage and Intermittent Streams)
 1. Culvert end treatment or headwall required for areas with road slopes 5% or greater if erosion is due to absence of these structures. End treatment or headwall is required for new construction on slopes 5% or greater.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction on road slopes 5% or greater.
 3. Upgrade to 18-inch culvert (minimum), if erosion is due to inadequate size or absence of structure.
 4. A French Drain (also called an Underdrain) or French Mattress (also called a Rock Sandwich) sub-surface drainage practice may be substituted for a cross culvert.
2. Driveway Culverts within the municipal ROW
 1. Culvert end treatment or headwall required for areas with road slopes of 5% or greater, if erosion is due to absence of these structures. End treatment or headwall is required for new construction.
 2. Stabilize outlet such that there will be no scour erosion, if erosion is due to absence or inadequacy of outlet stabilization. Stone aprons or plunge pools required for new construction.
 3. Upgrade to minimum 15-inch culvert, 18-inch recommended, if erosion is due to inadequate size or absence of structure.

Standards for Paved Roads with Catch Basins

Catch Basin Outlet Stabilization: All catch basin outlets shall be stabilized to eliminate all rill and gully erosion. Catch basin outfall stabilization practices include: stone-lined ditch, stone apron, check dams and culvert header/headwall.

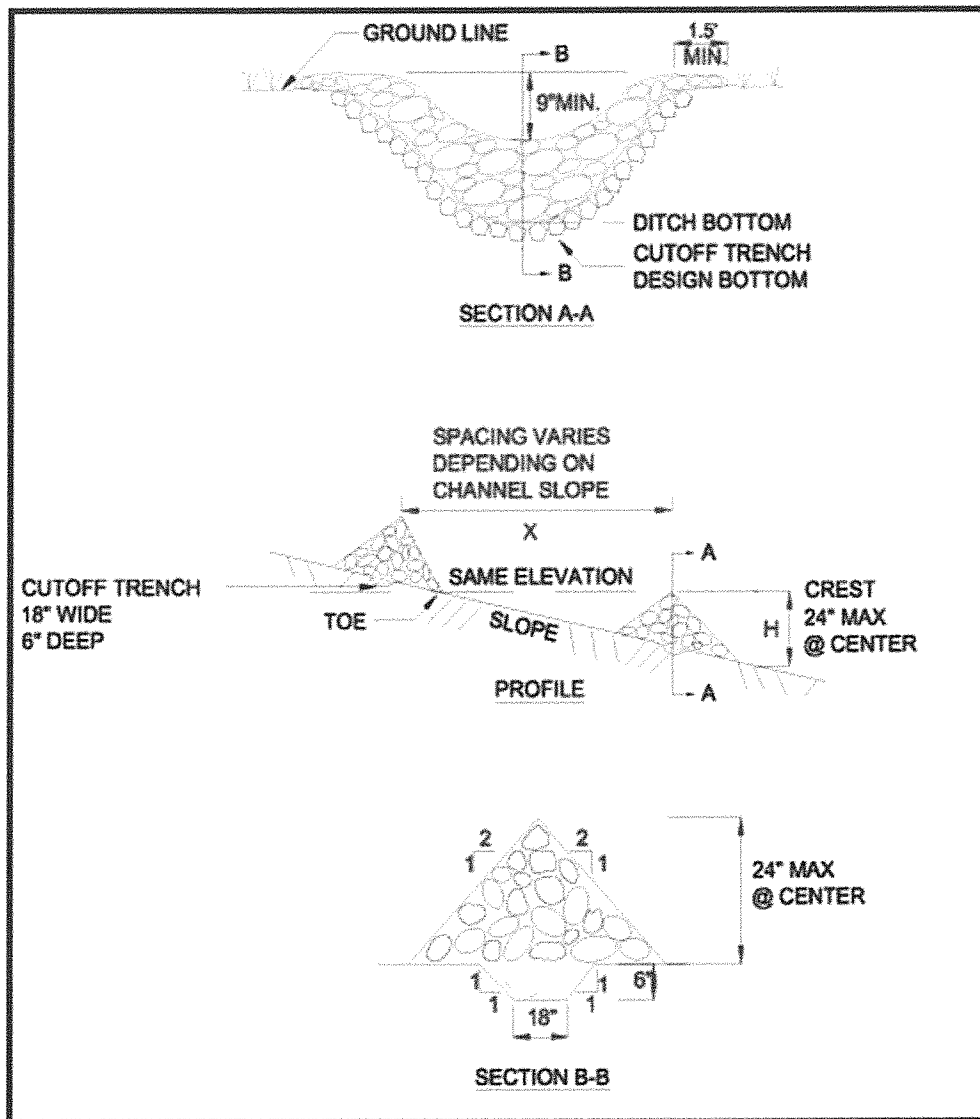
Stone Check Dam Specification

- Height: No greater than 2 feet. Center of dam should be 9 inches lower than the side elevation
- Side slopes: 2:1 or flatter
- Stone size: Use a mixture of 2 to 9-inch stone
- Width: Dams should span the width of the channel and extend up the sides of the banks
- Spacing: Space the dams so that the bottom (toe) of the upstream dam is at the elevation of the top (crest) of the downstream dam. This spacing is equal to the height of the check dam divided by the channel slope.

$$\text{Spacing (in feet)} = \frac{\text{Height of check dam (in feet)}}{\text{Slope in channel (ft/ft)}}$$

- Maintenance: Remove sediment accumulated behind the dam as needed to allow channel to drain through the stone check dam and prevent large flows from carrying sediment over the dam. If significant erosion occurs between check dams, a liner of stone should be installed.

Check Dam Specification:



Section 2: STANDARDS FOR CLASS 4 ROADS

Stabilize any areas of gully erosion with the practices described above or equivalent practices. Disconnection practices such as broad-based dips and water bars may replace cross culverts and turnouts.

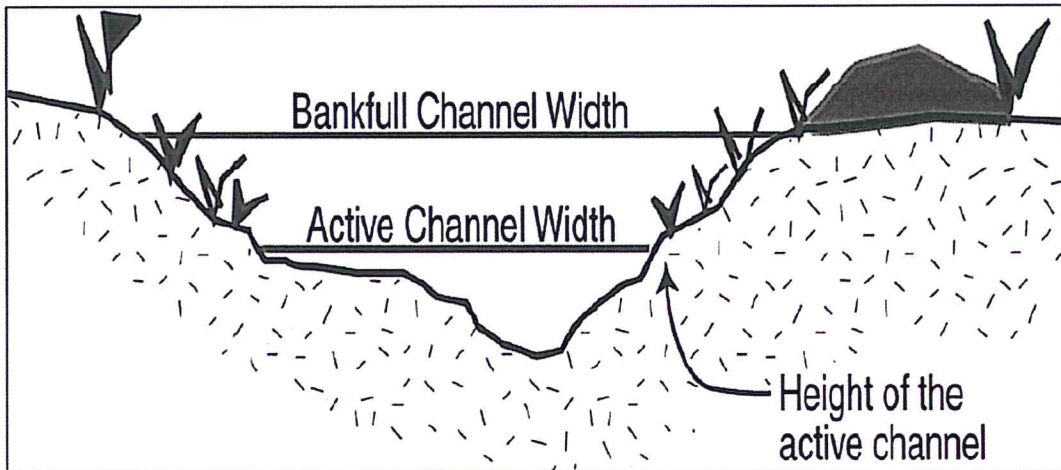
Appendix B

Active Channel Culvert Sizing for Intermittent Stream Crossings

Choose the drainage area closest to your crossing site drainage area

Drainage Area (Acres)	Minimum Diameter for Culverts on Intermittent Streams (inches)
4	15
8	18
16	24
20	30
40	36
50	42
80	48
120	60
160	66
200	<i>Streams with drainage areas of 160 acres or greater are likely to be perennial. Adhere to the VTDEC Technical Guidance for Identification of Perennial Streams</i>
320	
350	
450	
640	

Active Channel Width



Active Channel Width means the limits of the streambed scour formed by prevailing stream discharges, measured perpendicular to streamflow. The active channel is narrower than the bankfull width (approximately 75%) and is defined by the break in bank slope and typically extends to the edge of permanent vegetation.

Culvert sizing for crossings on intermittent streams: Determine the Active Channel Width by field measurements, *the culvert size should meet or exceed the Active Channel Width*. To obtain the measurements go to the crossing location and obtain several upstream Active Channel Width measurements in riffle (fast moving water) narrower channel locations. The selected channel width should be a representative average of the field measurements. In the absence of field measurements, the drainage areas in the table can be used.



AGENCY OF NATURAL RESOURCES
AGENCY OF TRANSPORTATION

June 20, 2019

Re: 2019 Town Road and Bridge Standards

Dear Municipal Officials:

Overview

Over the past few months, the Vermont Agency of Transportation and the Vermont Agency of Natural Resources have been developing an updated State-approved Town Road and Bridge Standards template (attached). One of the primary reasons for updating these standards is to give municipalities more flexibility in choosing the parts of these standards they would like to adopt and to make it easier for FEMA to understand the standards each municipality has adopted in the event of a federally declared disaster. We have worked very closely with the Vermont League of Cities and Towns on this effort and we have involved the Vermont Local Roads program and the regional planning commissions to solicit reviews and input from the municipalities.

In accordance with Act 110 of the 2010 Legislative session, the Town Road and Bridge Standards were last reviewed and approved (unchanged) in 2017, and the next deadline is 2021. However, there is a practical need to update the standards sooner to eliminate the overlap with the Municipal Roads General (stormwater) Permit standards, which all towns must follow. The MRGP standards only cover "hydrologically-connected" local roads (about 50% of local roads on average). By comparison, the Town Road and Bridge Standards are voluntary, also include stormwater management and flood resilience, construction and safety practices, and apply to all town highways.

The existing (January 2013) template can remain in effect through July 31, 2019. After that date, the January 2013 version of the Town Road and Bridge Standards will no longer be considered the State-approved template. Consequently, we would like to strongly encourage all municipalities to consider adopting the new 2019 Town Road and Bridge Standards template prior to August 1, 2019.

2019 Town Road and Bridge Standards

The attached State-approved Town Road and Bridge Standards template has seven sections and is organized around hydrologically-connected and non-hydrologically connected roads. As noted in the table, Sections 1 and 2 are required for connected roads, and Section 3 is required for all bridges and culverts over perennial streams. For the non-connected roads, municipalities can choose which specific standards they wish to adopt.

To be eligible for increased funding under the Emergency Relief and Assistance Fund (ERAF) rule (CVR 10-000-001) and to be eligible for an additional 10% State share funding on Town Highway Structures and Class 2 Town Highway grants, a municipality need only circle "Yes" under the hydrologically-connected road segments column (Sections 1 and 2) and then circle "Yes" for Section 3. All other


choices may be circled "No." Adoption of what essentially is mandatory under the MRGP and the Stream Alteration Permit standards may seem redundant, however, it makes it clear to FEMA that a municipality has formally adopted "codes and standards" in writing.

We would like to encourage all municipalities to circle "Yes" for as many sections in this new template as they feel comfortable with to improve the resiliency of municipal highway infrastructure, enhance the safety of the travelling public, and to realize as many benefits as possible from the FEMA Public Assistance program.

There are a few municipalities throughout the State who have much more comprehensive and elaborate standards and specifications related to their highway infrastructure. In the past, we have allowed municipalities to use those documents with a signed certification that they meet or exceed the State-approved template. The 2019 Town Road and Bridge Standards template continues to allow for this. You will find that proviso in the second paragraph of page 1. The VTrans District staff can assist municipalities who fall under that category of "codes and standards."

The VTrans District personnel are available to work with any municipality in explaining the various options and to answer questions related to the new town road and bridge standards template. Please contact your nearest VTrans District Office for assistance and information. See attached District map and contact information.

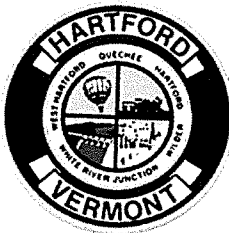
Sincerely,



Julia S. Moore, P.E.
Secretary of Natural Resources



Joe Flynn
Secretary of Transportation



AGENDA MEMORANDUM

July 26, 2019

Town Selectboard Meeting Item: 3.c

Submitted by: Hannah Tyler, Director of Public Works

Subject: Bid Award to for Completion of the Wilder Well #1

Background: Over the last decade, Wilder Well #1 has slowly lost its ability to regenerate effectively, supplying less than half the amount of water it did when it was drilled decades ago. In FY18, a project was approved to drill a new well at the same site, confirm its viability, and then tie it into the Town's water supply system. Late last fall, the drilling for the new well was completed and it supplies us with over 1,000 gallons per minute of clean water.

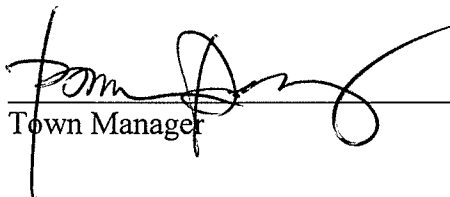
Over the winter, plans and permits were finalized for the building addition, the new pump, and necessary connective 'plumbing'. The bid process was primarily carried out by our consultant, Otter Creek Engineering.

Discussion: Three complete bids were received for the project. Otter Creek Engineering reviewed the bid package information and upon checking references, has recommended award to Russell Construction Services of Rutland, Vermont. They provided the lowest responsive, responsible bid and have a variety of similar work that they have completed.

Financial

Impact: The bid price for this portion of the project is \$449,000.00. It is budgeted to come out of the Fund 50 Reserve account which has a current balance of \$911,729.25.

Recommendation: Selectboard approval of bid award to Russell Construction Services of Rutland, Vermont in the amount of \$449,000.



Town Manager

Attachments: Engineer's Recommendation
Bid Tabulation



OTTER CREEK ENGINEERING

July 2, 2019

Hannah Tyler, Director
Town of Hartford
Department of Public Works
173 Airport Road
White River Junction, VT 05001

Subject: Town of Hartford - Wilder Well #1 - Contract No. 2 - Pump Station Expansion
Bid Tabulation and Recommendation of Contract Award

Dear Hannah:

We have reviewed the construction bids received on June 26, 2019 for the Wilder Well #1 - Contract No. 2 - Pump Station Expansion project to assist the Town of Hartford in awarding the contract to the "lowest responsive, responsible bidder," in accordance with the Contract Documents. The term "responsive" generally refers to the completeness of the bid. The term "responsible" generally refers to the bidder's experience, qualifications and ability to administer and complete the proposed work. Enclosed is a tabulation of all bids received. Three bids were received, summarized as follows:

Russell Construction Services, Inc.	\$449,000.00
All Seasons Construction Corp.	\$485,538.00
Infrastructure Construction Corp.	\$495,000.00

There were no discrepancies or errors in the bids. Russell Construction Services, Inc. was the low bidder with a bid of \$449,000.00.

In determining responsibility, I contacted gbA Architecture & Planning and MSK Engineering and Design, which were given as references. gbA Architecture and Planning designed \$850,000 in renovations to the Champlain Valley Unitarian Universalist Society Meeting House in Middlebury, VT. They report that Russell "went above and beyond for the client and project, and were extremely easy to work with." Ed Poro was the Superintendent for that project and he is slated to be Superintendent for Wilder Well #1 as well. gbA also had a positive experience working with Russell on the new building for the Vermont State Employees Credit Union branch in Rutland, VT.

MSK Engineering worked with Russell on a \$1,350,000 town maintenance garage in Shaftsbury. They indicated that they "would be happy to work with Russell again and do recommend them," although MSK felt Russell could have done more to control their Subcontractors' schedules and could have better managed the project.

Russell Construction (predecessor to Russell Construction Services, Inc.) also constructed the North Bennington Water Filtration Facility and the Okemo Trailside Filtration Facility, both of which

PO Box 712 404 East Main Street East Middlebury, Vermont 05740 802.382.8522
110 Merchants Row 4th Floor, Suite 15 Rutland, Vermont 05701 802.747.3080

www.OtterCrk.com

I designed. Although these projects were completed more than 20 years ago, both projects went very well and time has proved the quality of construction was excellent.

Based on the above, we conclude that Russell Construction Services, Inc. is a responsible bidder. We have not gathered specific information regarding the financial capacity of Russell Construction Services, Inc. but, as you know, this project requires both a 100% Performance Bond and a 100% Payment Bond. Russell has been a major Rutland-based, family owned general contractor for three generations.

Based on the above bid review and investigations, it is our recommendation that the Town of Hartford award this project to Russell Construction Services, Inc.

We have retained copies of all three bids for our files and for preparing the Construction Agreement. The Town of Hartford should retain Russell Construction Services, Inc.'s Bid Guarantee (Bid Bond of 5%) until the project is awarded.

Sincerely,



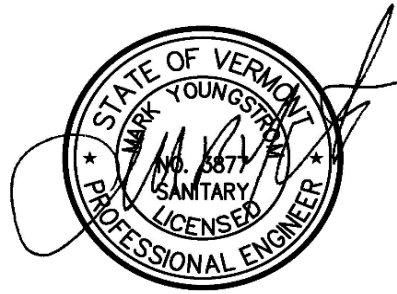
Mark Youngstrom, P.E.
Managing Engineer

TOWN OF HARTFORD
WILDER WELL #1 - PUMP STATION EXPANSION - CONTRACT NO. 2
BID TABULATION



		Russell Construction Services, Inc.	All Seasons Construction	Infrastructure Construction Corp.
Lump Sum Item				
Item 1.0	Well Pump Station Expansion	\$449,000.00	\$485,538.00	\$495,000.00
Item 1.0 Contractor's Breakdown of Lump Sum Item 1.0		Amount	Amount	Amount
A.	Mobilization	\$6,345.00	\$2,500.00	\$25,000.00
B.	General Conditions	\$63,030.00	\$57,170.00	\$50,000.00
C.	Sitework	\$44,865.00	\$72,264.00	\$110,000.00
D.	Exterior Piping	\$22,415.00	Included in Sitework	\$20,000.00
E.	Buildings and Finishes	\$146,835.00	\$164,089.00	\$93,000.00
F.	Well Pump	\$74,423.00	\$95,487.00	\$75,000.00
G.	Mechanical and Interior Piping	\$83,362.00	\$87,576.00	\$110,000.00
H.	Electrical	\$7,125.00	\$6,452.00	\$10,000.00
I.	System Start-Up	\$600.00	Included in Pump Price	\$2,000.00
TOTAL		\$449,000.00	\$485,538.00	\$495,000.00

The information tabulated above accurately reflects bids received by the Town of Hartford on June 26, 2019.



Mark Youngstrom, P.E., Managing Engineer
Otter Creek Engineering, Inc.

Date: June 28, 2019

Engineers representing the Town of Hartford
Town of Hartford - Wilder Well #1 - Pump Station Expansion - Contract No. 2



AGENDA MEMORANDUM

July 24, 2019

Town Selectboard Meeting Item: 3.d

Submitted by: Hannah Tyler, Director of Public Works

Subject: Highway Dump Truck Replacement

Background: The Town issued an RFP to replace a 2009 6-wheeled dump truck that is used for plowing snow and hauling material. The truck was scheduled for replacement in 2018. Replacement was previously deferred in order to catch up on other major equipment repairs. The 2009 truck has been well maintained by our maintenance department and has a resale value of \$28,500.

The Wastewater Department has a 1977 and a 1991 dump truck. The department needs two trucks as the 1991 truck is utilized to directly receive grit disposal from the discharge belt and deliver it regularly to Lebanon when full and the 1977 truck is no longer road worthy and needs to be replaced. Stockpiling the grit, loading it, and then delivering it, has proven to be an inefficient use of manpower and equipment.

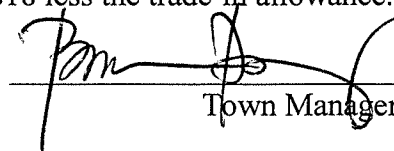
As previously discussed and approved in the past, selling the 2009 truck to the Wastewater Department and using the funds towards the purchase of the new Highway Department truck is ideal for the wastewater department as the 2009 truck is one of the last trucks we have without all the sensors that can automatically shut the truck down and ideal for the Highway Department as the resale value is higher than the trade in value.

Discussion: The Town received complete bids from New England Kenworth, ATG Patriot LLC, Freightliner New Hampshire, Reed Truck Service and Clarks Truck Center. The selection committee comprised of Highway Foreman, Fleet Mechanic and a Highway Equipment Operator reviewed the proposals. The selection committee selected the proposal from Reed Truck Service Inc, based on pricing, service availability and location. Their cost was the second lowest of all bids adding a comfort level to the selection.

Financial Impact: The cost of the purchase is \$159,818. The budget for the overall truck is \$135,000. The truck that is recommended for replacement will be sold to the Wastewater Fund for \$28,500 giving the Highway Department \$163,500 to replace H-6. The Wastewater Department's 1977 truck will be traded to Reed for the value of \$2,000. This will lower the Wastewater Department's acquisition cost of the 1991 truck to \$26,500.

Recommendation: Authorize the Town Manager to purchase a 2020 6-wheeled dump truck from Reed Truck Service Inc. for \$159,818 less the trade-in allowance.

Attachments: Bid Tabulation



Town Manager

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

BID TABULATION SUMMARY

DEPARTMENT:

Bids Taken at the Town Manager's office

DATE:

6/27/2019 @ 2pm

Tabulated By:

	Name & Address of Bidder	Bid	OPTION #1 TRADE \$	FINAL COST OPTION #2	OPTION #2 TRADE \$
1	N.E. KENWORTH 1385 US RTE 7 Pittsford, VT 05763	\$162,945 Auto	—	\$168,535 Standard	—
2	ATB Patriot LLC 6243 US RTE 5 Westminster, VT 05158	\$163,980 Viking	\$150	\$171,551 ¹⁰ Everest	\$150
3	Freightliner of New Hampshire 165 Keeler Road Lebanon NH 05001	\$167,632 Viking	\$2,500	Everest \$170,617	\$2,500
4	Reed Truck Services, Inc PO BOX 989 Claremont, N.H. 03743	\$159,218 Viking	\$2,000	—	—
5	Clarks Truck Center 6 Orr Road Jericho V.T. 05465	\$154,884 Viking	\$3,000	Everest \$157,869	\$3,000
6					
7					
8		Viking ↑ Plow equipment		Everest ↑ plow equipment	
9					
10					



AGENDA MEMORANDUM

July 24, 2019

Town Selectboard Meeting Item: 3.e

Submitted by: Hannah Tyler, Director of Public Work

Subject: Calcium Chloride Bid Awards

Background: The Town issued an RFP seeking bids for Chlorides utilized by the Highway Department for routine road maintenance.

The RFP includes request for unit cost of both Calcium Chloride and Magnesium Chloride. The Town however only purchases one product type per season based on cost.

Discussion: The Town received bids from Allstate Asphalt, Inc. of Sunderland, MA and Innovative Surface Solutions of Glenmont, NY.

The bid form from Innovative Surface Solutions responded with pricing for both items. The bid form from All State Asphalt responded with pricing for Magnesium Chloride only.

Innovative Surface Solutions is the low bidder. The low product cost from Innovative Surface Solutions is Calcium Chloride at a roughly 6% savings.

Financial Impact: The FY20 Budget includes \$30,000 for Chloride. Utilization depends upon seasonal conditions. However, we strive to use it efficiently to lower the impact.

Recommendation: Authorize the purchase of Calcium Chloride from Innovative Surface Solutions for the current fiscal year.



Town Manager

Attachments: Bid Tabulation

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

BID TABULATION SUMMARY
Calcium Chloride

DEPARTMENT:
Bids Taken at the Town Manager's office
DATE: 6/28/2019 @ 2pm
Tabulated By: _____

	Name & Address of Bidder	Bid			
1	ALL STATE ASPHALT, INC PO BOX 91 Sunderland, MA 01375	Calcium chloride 0.84 gal	magnesium chloride no bid		
2	INNOVATIVE SURFACE SOLUTIONS 454 RIVER ROAD Glenmont, NY 12077	calcium 0.81 gal	magnesium 0.83		
3					
4					
5					
6					
7					
8					
9					
10					

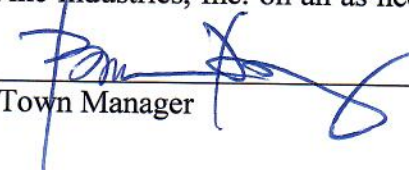


AGENDA MEMORANDUM

July 24, 2019

Town Selectboard Meeting Item: 3.f

Submitted by: Hannah Tyler, Director of Public Works

- Subject:** Aggregate and Winter Sand Bid Award
- Background:** The Town issued an RFP seeking bids for various aggregates utilized by the Department of Public Works.
- The RFP includes request for unit cost of crushed gravel, bank run gravel, hard pack, winter sand and winter sand delivered. The form also requested a delivery cost per ton for all products.
- Discussion:** The Town received bid forms from Blaktop, Inc. and Pike Industries, Inc., both of West Lebanon, NH. Blaktop also has a gravel pit in Hartford.
- The bid form from Blaktop responded with unit pricing for all items. The bid form from Pike was incomplete under winter sand. However, the numbers can be calculated from the information provided.
- Blaktop is the low bidder on all products and delivery cost. The cost winter sand from Blaktop is 46.3% the cost from Pike. The cost of other aggregates and delivery cost average 86% the cost of Pike.
- Financial Impact:** The Town has a budget of \$40,000 for aggregates for normal operations and utilizes a portion of the \$720,000 Paving and Reclamation budget to cover aggregates utilized in the road reclamation process. The financial impact for FY20 will be that we utilize the entire budget due to increases in aggregate prices and increased product use due to erosion repairs and installation of necessary erosion control practices due to events outside of our control. This impact will be greater in coming fiscal years as we attempt to bring our roadways into compliance with new State rules intended to protect water quality.
- Recommendation:** Authorize the purchase of aggregate materials from Blaktop, Inc. for the current fiscal year. In the event of shortages of necessary products at Blaktop, Inc., it is also staff's recommendation that the Department of Public Works be authorized to purchase said products from Pike Industries, Inc. on an as needed basis during the current fiscal year.
- 

Town Manager
- Attachment:** Bid Tabulation

TOWN OF HARTFORD
171 BRIDGE STREET
WRJ, VT 05001

BID TABULATION SUMMARY

Aggregate Proposal

DEPARTMENT:

Bids Taken at the Town Manager's office

DATE: 6/28/2019 @ 2:30

Tabulated By: _____

	Name & Address of Bidder	Bid			
1	PIKE INDUSTRIES INC. 335 PLAINFIELD ROAD W. LEBANON, NH 03784	SEE COPY ATTACHED			
2	TWIN STATE SAND & GRAVEL PO BOX 5243 W. Lebanon, NH 03784	SEE COPY ATTACHED			
3					
4					
5					
6					
7					
8					
9					
10					

TOWN OF HARTFORD

AGGREGATE PROPOSAL

BID FORM

The undersigned, having become familiar with the conditions as set forth in the request for proposals, hereby proposes to furnish all supervision, personnel, labor, materials, equipment services and incidentals required to supply the following aggregate products, all for the unit price per ton for the estimated quantities:

<u>Material</u>	<u>Approximate Quantity (Tons)</u>	<u>Approximate Quantity (C.Y.)</u>	<u>Bid Price/ton</u>	<u>Bid Price/C.Y.</u>
Winter Sand	Delivered	5,800	<u>\$13.29</u>	<u>\$19.94</u>
	Picked up on site	5,800	<u>\$8.45</u>	<u>\$12.68</u>
3/4 " Crushed Gravel	200		<u>\$11.70</u>	
1 1/2" Crushed Gravel	200		<u>\$11.10</u>	
Bank Run Gravel	200		<u>\$9.85</u>	
Rip - Rap	1,000		<u>\$9.85</u>	
"Hard Pack" 3/4"	6,000		<u>\$9.10</u>	
1 1/2"	11,250		<u>\$8.30</u>	
Delivery Cost / Ton			<u>\$5.19</u>	

Date: June 28, 2019 Bidder: Twin State Sand and Gravel

Authorized Signature: *Kyle Cardillo* Printed Signature Kyle Cardillo

Address: PO Box 5243

West Lebanon NH 03784

Phone Number: 603-298-8885

E-Mail Address: kyle@blaktop.com

TOWN OF HARTFORD

AGGREGATE PROPOSAL

BID FORM

The undersigned, having become familiar with the conditions as set forth in the request for proposals, hereby proposes to furnish all supervision, personnel, labor, materials, equipment services and incidentals required to supply the following aggregate products, all for the unit price per ton for the estimated quantities:

<u>Material</u>	<u>Approximate Quantity (Tons)</u>	<u>Approximate Quantity (C.Y.)</u>	<u>Bid Price/ton</u>	<u>Bid Price/C.Y.</u>
Winter Sand	Delivered	5,800		
	Picked up on site	5,800	\$ 18.25	
3/4 " Crushed Gravel	200		\$ 13.55	
1 1/2" Crushed Gravel	200		\$ 12.85	
Bank Run Gravel	200		\$ 10.55	
Rip - Rap	1,000		\$ 14.85	
"Hard Pack" 3/4"	6,000		\$ 9.75	
1 1/2"	11,250		\$ 9.15	
Delivery Cost / Ton			\$ 5.45	To highway garage only
			\$ 6.55	To Quechee

Date: 6/28/19 Bidder: Pike Industries Inc.

Authorized Signature: [Signature] Printed Signature: Jared Hubert

Address: 335 Plainfield Road
West Lebanon, NH 03784

Phone Number: 603-293-5960

E-Mail Address: jared.hubert@pikeindustries.com



AGENDA MEMORANDUM

July 24, 2019

Town Selectboard Meeting Item: 3.g

Submitted by: Brannon Godfrey, Town Manager

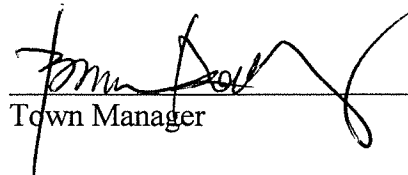
Subject: Strategic Priorities

Background: The Selectboard held three workshops in May and June to develop the strategic priorities for the FY20 and FY21 years.

Discussion: At the Special Meeting on July 9, the Selectboard reviewed the rank ordering spreadsheet developed by Selectboard Member Alan Johnson. The preliminary ranking is attached. The final individual Selectboard member's rankings were to be submitted to Alan prior to the July 16 meeting for compilation.

Financial Impact: There is no direct financial impact.

Recommended Motion: Adopt the Strategic Priorities for FY20 and FY21.



Town Manager

Attachment: Ranking as of July 16, 2019 with Town Manager notes

<u>Description</u>	<u>Notes</u>	<u>Total</u>
Decide on the future of the transfer station <i>and solid waste enterprise</i> - Selectboard List 2020 - 2021 (11)		18
Resolving the Downtown Parking Solution <i>shortage</i> , Meters, "Y" Parking Solution (TM 2020 - 2021)(8)	optimize utilization of existing parking facilities and build future capacity for downtown growth	24
Fairview Gates (TM 2020 - 2021)(7)	cost analysis and recommendation for options to restore street for vehicular and pedestrian use	45
Fix or replace Bugbee Senior Center (TM 2020)(7)	recommend repair schedule to extend the life of 19980s building	58
Increase system capacity of downtown drainage (TM 2020) (5)	to the extent financially feasible, design future stormwater facilities to handle increasing flash flood events	77
Work toward regional solution to adequate low income housing w/ Core 4 Towns (TM 2021) (6)		77
Determine cemetery management plan (SB 2020)	prepare for eventual dissolution of private cemetery associations and taxpayer care of semeteries by default	79
Developing a plan/reevaluate Wrights Reservoir (fix or close permanently) (SB 2020 - 2021)		87
Investigate and develop a plan to prepare for clean energy disruption. (Renewables, AEV's Fossil Fuel Fee) (SB 2021) (3 votes - 3 dots)		88
Carry out flood criticality analysis. (TM 2020)	prioritize by high likelihood/high impact	94
Work toward the Town's Ability to be self sustaining for some limited period of time, e.g.3-7 days (health, food, energy, communications, etc) and prepare for supply line interruptions.	incorporate concepts in Hazard Mitigation Plan update	99
Increase the intake of new americans (SB 2020)(8)		108
Public Walkways, Sidewalks, parking as to ADA standards and codes (TM 2020)	incorporate design & construction standards for public facilities	111

Work towards an effective zero% people experiencing homelessness (TM 2020) (4)	Hartford must do this as part of regional undertaking	111
Analyze need for <i>storm</i> water, wastewater, sewer improvements (TM ongoing 2020)	part of CIP planning	113
Create incentives for more diverse business ownership opportunities (SB 2020)	research best practices and model policies	114
Brand and Market Town and Cross Promote It (TM 2021) (3 votes - 5 dots)		115
Analyze Perceived vs. actual <i>threats</i> to wellbeing of our community as initial stage of planning process. (TM 2020) (7)	incorporate concepts in Hazard Mitigation Plan update	130
Develop a program for recreational use of WABA when it doesn't have ice on it. (TM 2021)		133
Environmental awareness, Find out what is in the train cars under I-89 overpass and act accordingly (TM 2020)		141
Improved Media presence online, Marketing Plan (TM 2020) (2 votes, 6 dots)	will need to budget for marketing plan consultant in FY21	146
Track metrics associated with greenhouse gas and renewable energy goals. (TM 2020) (3 votes, 2 dots)	research best practices and model policies	154
Townwide green storm management plan (to include soil carbon) (TM in Town Plan 2020)	update in Town Plan	159
Build Hartford Riverwalk (TM 2021)	acquire easements from WWTP to Veteran's Memorial Park	160
Increase Communication with the School Board (SB 2020)	coordinate semi-annual joint meetings. Next is August 14, 2019.	164
Seek private sources for funding recreational capital improvements (TM 2020)	development proffers, sponsorships	174
Learn about how to incorporate more "new economy" techniques into town culture	research best practices and model policies, including common and corporate land trusts	175

Take action to move hartford more hospitable to LGBTQ+ (SB 2020)	incoporate in barnding and marketing plan	177
Encourage local purchasing within town and region (TM 2020) (2 votes - 5 votes)	bonus points in competitive procurement for Hartford buinsesses	180
Create methods for receiving and celebrating visionary, innovative solutions from staff, volunteers, public officials (SB 2021)	reward innovative, cost-saving ideas	189
Downtown diverse food festival (SB - through local committee - 2020)		192
Institute presentations by social service providers at SB Meetings (SB 2020)		199
Citizen survey: satisfaction with services and spending priorities (TM 2021)	budget citizen survey model in FY21	203
Develop Food Forest and commit to edible municipal plantings (SB 2020)		210
Have HS Liaisons to committees and commissions and/or youth councils (SB 2020)		212
Develop plan for floating tiny houses <i>that float</i> in the floodplain (TM 2020)		214
Town Manager Regular Interview (TM 2020)	on CATV Channel 8 on Town issues	234