Town of Hartford

Selectmen’s Meeting

Approved Minutes

January 18, 2024

7:00@ Hartford Town Hall & via Zoom

Present: Selectmen Susan Goulet, Cathy Lowe, Lee Holman, Town Clerk Lianne Bedard, MMA Risk Mgmt. Representative Marcus Ballou, Planning Board member Margaret Matthews, residents Ken Violette, Cindy Violette, Steve Elsman, Rebecca Elsman, Kathleen Landry, and Theresa Bennett.

Present via Zoom: E.M. Director Dan Larochelle and resident David.

I Susan called the meeting to order at 7:01pm.

II Susan motioned to approve minutes of the January 4, 2024 Selectmen’s Meeting. Cathy second. All in favor=3.

III. Susan motioned to approve Warrant 14 & Payroll Warrants January 10, 2024 & January 17, 2024. Cathy second. All in favor=3.

IV Reports

1. RSU 10 Report: None.

2. Road Report: None.

a. FEMA update/2023 storm damage: Our representative from FEMA relayed that the 2023 disasters have not been finalized for payment and no estimate for date of payment was given.

b. A phone call was received at the town office concerning the missing stop sign at the end of Town Farm Road. It was also stated that Mahoney Road needs a stop sign.

c. The Board reviewed letters sent to residents who continue to leave vehicles in the right of way during snow storms which makes it hard to plow the roads. A Board member received comments concerning snow plowing from the recent storms and stated that the contractor is doing the best he can. Praise was given to the contractor for responding to residents in a timely manner.

3. Constable Report: None.

4. CEO Report: None.

5. ACO Report: The Board reviewed the report submitted by the ACO. Kennel licenses have been signed by the ACO.

6. Planning Board Report: A Planning Board member stated that she has been working on the LD2003 updates to town ordinances. She found that our Comprehensive Plan mentions zoning for high density areas but we have not adopted an ordinance to define where these areas are or the size of lots in the areas. The new law will take effect on July 1, 2024 and if the town does not adopt/amend ordinances to include the provisions, we will have to abide by the law alone. It was stated that we cannot accept the AVCOG model ordinance for these areas. The CEO had stated that the model ordinance was sufficient to cover changes for all ordinances. The Planning Board member worked on updating the building lots ordinance but used an older version of the ordinance in error.

Lee motioned to designate the Planning Board to work on ordinances to comply with LD2003. Cathy second. All in favor=3.

7. Ordinance Committee: None.

8. Fire Warden Report: None.

9. Treasurer Report

 a. Bank Reconciliations December: The Board reviewed the reconciliations.

b. The 2023 final audit has been received and Board members each received a copy. RHR Smith was contacted to schedule a meeting with the Board to review the audit and discuss a Fund Balance Policy but no response has been received.

The newly hired Deputy Clerk will be attending Motor Vehicle Registration training next week.

10. Cemetery Committee Report: A committee member stated that the next meeting will be held Sunday, January 21, 2024.

11. Solid Waste Committee Report: The most recent meeting was canceled due to lack of a quorum. Members are needed.

V Calendar Reminders

 1. Cemetery Committee meeting January 21, 2024 9am

VI Unfinished Business:

1. Swimming Lessons 2024/Dana Dudley:

Discussion included: Forming a Recreation Committee, allow out of towners join the committee, lifeguard requirements, having the swim lesson instructor be a contractor with insurance, parents cannot waive rights of children, towns have immunity from claims for recreational sites, contractors and groups not governed by the town do not have immunity, if instructor was hired as an employee there would be costs and risk to the town such as workers compensation, and an ice rink on town land was suggested. Tabled until February 1, 2024 at 6pm-6:45pm to hold a workshop with the proposed swim instructor.

2. Gather Guard Insurance/MMA Risk Management/Marcus Ballou:

 Discussion included: Some residents who rent the hall have to purchase additional policies since their homeowners do not cover their events, true town sponsored events are covered under the town insurance as long as funds go through town books, private functions require insurance and the town must be listed as additionally insured on the certificates to prevent placing the entire community at risk, when an accident, lawsuit, etc. happens it tears the community apart and does not just affect the Selectmen it effects the entire community, Gatherguard is an online service through MMA and costs $75.00 for 100 people or less during one event at the town hall, Gatherguard takes 5 minutes to enroll and is optional, if alcohol is present at an event the Gatherguard insurance will cost $150.00 per event, potluck dinners are not completely covered, some lawsuits have occurred for food poisoning, accidents, and more. Marcus suggested adopting a use policy which is fair to all.

Susan motioned to make Gatherguard available to local residents for private gatherings at the town hall if they have no access to insurance, and for the Town Clerk to be the contact person. Cathy second. All in favor=3.

3. Cyber security: Susan will be meeting with a local company next week to discuss security cameras. Photos of the areas where cameras are needed will be shared with the company. Chris Sanborn suggested installing a separate server for public Wi-Fi.

4. Curbside Collection Contract: The Board voted to place the contract out to bid at the last meeting due to the fact they did not believe it could be renewed for the 2 year extension with any price increases. The Town Clerk notified the contractor that it would go out to bid as a new contract. The contractor argued that increases were allowed if all parties agreed. The Town Clerk mentioned this to the Selectmen and one of them suggested placing it on the agenda again. The Town Clerk sent the current contract to MMA Legal and was told that increases are allowed if all agree.

Discussion: A resident stated that the contract should not be extended for two years and it should go out to bid, the Town Clerk was asked five times by the resident why did she call the contractor, we have not received other bids other than Archie’s in the past several years, and it was stated that a new contract would be more expensive than extending the current one.

Susan motioned to extend the deadline for bids by two weeks which would be March 7, 2024 at 5pm. Cathy second. All in favor=2, Opposed=1.

VII Open Session:

1. Susan motioned to approve the quit claim deed for lien that was never discharged from 2000 on property described as Map R07 Lot 16. Cathy second. All in favor=3.

2. Susan motioned to allow Al Borzelli to use the hall at no cost and to require insurance on March 16, 2024 for a bee workshop. Cathy second. All in favor=3.

3. Narcan is now available at the town office for emergencies and the EM Direct agreed to schedule a training session for officials and perhaps the public to instruct how to use Narcan and the AED.

4. The EM Director and the Town Clerk attended warming center training and asked if the Board would like to discuss the requirements at the next Board meeting. The Board agreed to place it on the next agenda.

5. The Board instructed the Town Clerk to send a letter to the residents on Bear Pond Road to remove snow spilling into the road. (DOT removed the snow the day after the meeting).

VIII New Business:

1. Newsletter Deadline January 15, 2024: The Board approved the letter Susan prepared for the Newsletter. Susan will email it to the editor and will wait for the draft so that it may be proofread before it is mailed to residents.

2. Election/Order of Municipal Officials: Susan motioned to approve the municipal order to place a question on the ballot (one Selectman and one RSU#10 Director) for the secret ballot election to be held June 11, 2024. Cathy second. All in favor=3.

3. Community Concepts letter of support: Susan motioned to approve the letter of support for Community Concepts to receive grants. Cathy second. All in favor=3.

IX Appointments/Resignations: None.

X Training: None

XI Review Correspondence: None.

XII Susan adjourned the meeting at 9:30pm.

Minutes approved by:

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Cathy Lowe Date

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Lee Holman Date

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Susan Goulet Date