

11.01.16

Present:

Michael Button, Ruben Hook, Susan Elder, Michael Kuban, Joan Goodrich, Heidi Chapman, Rick Ackerman, Jay Ratico, Judy Reed, Cynthia Masterman, Karen Lathrop.

Michael Button, Chair brought meeting to order at 6:31 pm. He welcomed everyone and asked for any additions to the posted agenda.

### 1. Additions & Deletions

- Mike Kuban – add question about old Town garage as d. under Highway Dept.
- Joan Goodrich – add truck on S. Common e. under Highway Dept.
- Susan Elder – add proposed draft wording to Water Ordinance as a. under Water Dept.
- Joan Goodrich – add Transfer Station Building as b. under Transfer Station
- Karen Lathrop – add Board Meeting Dates for December – under Town Administrator

### 2. Approve Minutes

Susan Elder moved and Joan Goodrich seconded approval of the 9/27/16 minutes.

Mike Kuban moved and Susan Elder seconded approval of the 10/17/2016 minutes.

### 3. Highway Department

#### a. Densmore Road Demarcation – Jay Ratico

Jay Ratico was in to ask the Selectboard to sign a letter to the USPS stating the Densmore Road is and would be maintained to the site of the old barn which is the site of the current, barn. He said he moved his mailbox and USPS won't deliver to it as they believe the road ends at .20 miles in on Densmore Road. He informed the Board, the Town lied to the USPS on where the road ends. Karen Lathrop, Clerk/Administrator, reported she supplied what current maps the Town has on file with the State of Vermont and a copy of the Town's parcel map to the Postmaster when it was requested. He stated the Town has been plowing the road and turning around there for years so there is a precedent. He submitted five pieces of documentation to the Selectboard in support of his claim along with the letter. There was discussion between the Board and Mr. Ackerman on what class road it was and where it ended. Mr. Ackerman reported the line falls between the culvert and the driveway. He stated the Town made a turn-around a little further out for turning trucks. Mr. Ratico stated Town in the past had disavowed that section of Densmore Road. Mr. Button, Chair responded, the Board would have to retain council and complete their due diligence on the subject before they would sign a letter to the USPS on the matter of the road. Mr. Ratico asked for a timeline to the process. Board would not estimate a timeline at this point. Mr. Ratico expressed his regret the Board would not sign the letter. Susan E moved to retain council on Densmore Road Demarcation – Mr. Ratico with Mike Kuban seconding the motion. Not all were in favor, four yea, 1 nay. The motion passed.

#### b. Moxley Bridge Project Grant

Board reviewed Moxley Bridge Grant. Joan Goodrich moved with Mike Kuban seconding to sign the grant. All were in favor, so moved.

#### c. Access Permit – Neil Kennedy

Board reviewed the application. Rick Ackerman stated he had viewed the area it was to be used to get to get wood out. Joan Goodrich moved and Ruben Hook seconded the approval of the access permit for Mr. Kennedy. All were in favor, so moved.

#### d. Old Town Garage

Michal Kuban stated a resident wanted to know if the Town would entertain storing some equipment in the old Town Garage. Rick Ackerman stated it was being used and was full. No Board Action taken.

#### e. Truck on South Common

Joan Goodrich wanted to know if anyone knew who the Blue truck on the South Common belonged to as she believes it has been abandoned. Rick Ackerman reported it might belong to Cameron Phelps as he was renting from Wendy Forbes for awhile.

#### **4. Town Report**

Joan Goodrich reported to the Auditors that Jane Cushman would not be putting the Town Report together. The Board wanted a discussion with the Auditors on how they would go forward in the future as it was statutorily the Auditors responsibility. There was discussion on what deadlines were necessary and who would be responsible for enforcing the deadlines. The Board reported they would set and enforce deadlines. There was discussion on Auditors receiving pay for their work in other Towns. The Board thought maybe there should be an Auditors Budget going forward with the next year. Judy Reed said they could put one together for next year. They also mentioned there would be a new Town Administrator to work with in the coming year. The Board feels Jane Cushman has done an outstanding job with the Town Report for more years than they can remember but would like to see more hands on approach by the Auditors. Mike Button felt the Auditors could add value to the Town's Internal Control process via monthly reconciliation of the Bank Statements. Joan Goodrich mentioned Jane Cushman has used the same printer for many years and they know our format. There was brief discussion on what appropriations descriptions were actually necessary to the Town Report. Joan Goodrich stated precedent had been set on having a small report from each appropriation in the Town Report. The Board stated a memo on the need for a brief report could be sent to all Departments and Non Profits. The Board and the Auditors discussed a deadline of January 21<sup>st</sup>. Karen Lathrop mentioned there is a Statutory Deadline for petitions but did not have the date on hand.

#### **5. Water Department**

##### **a. Draft Water Ordinance Review**

Susan E. passed out the ordinance that was signed in 2005. She noted there were two section she would like to see language changed to update the ordinance. There was Board discussion on the language of single family homes, with Joan Goodrich maintaining mother- in-law suites and basement suites should be counted as apartments. There was discussion on the page 9 section 2 and page 8 section 12 notice of on/off service and the cost per hour for Nolan LaFrancis to shut off and turn on services. Susan Elder feels it needs to be revised, and that historically the on/off water shut offs and turn on have not been billed consistently. Ruben Hook also mentioned an hourly rate might work better than a set fee as work in winter takes so much longer than summer. Susan Elder to speak with Nolan LaFrancis on actual costs to complete a shut off or return to service and come back to the Board at the next meeting with a draft with new wording and charges. There was a brief discussion on multi- unit apartments. No Board action taken.

#### **6. Transfer Station**

##### **a. Attendant Position**

Joan Goodrich moved to enter into executive session at 7:30 pm for Personnel as it would be prejudicial to the Town to remain in open session with Mike Kuban seconding the motion. All were in favor, so moved.

Mike Kuban moved to exit executive session at 7:49 pm with Joan Goodrich seconding the motion. All were in favor, so moved.

The Board disclosed they had an applicant for the Transfer Station Attendant position. Joan Goodrich moved to offer the Transfer Station Attendant position to the applicant at \$15.00 per hour with Mike Kuban seconding the motion. All were in favor, so moved.

##### **b. Transfer Station Building**

Board discussion on costs of rebuilding the small building at the Transfer Station. Mike Kuban to take measurements for new building. Board discussion on permit necessary if building is larger. Ruben Hook reminded the Board look forward to the statutory requirements coming up regarding the overall needs in the coming years. No Board action taken.

#### **7. 2017 Budgets**

Karen Lathrop reported most budgets were submitted, some in draft form. Still waiting on Cemetery Budget although they submitted a total amount necessary for their budget, there is no breakdown. Also, Rec Committee budget not available. Board reviewed budget actual given them for the previous meeting. Board requested Town Admin to ask ZA for an estimated budget. Board decision to make November 29, 2016 specifically a budget meeting and order approval only meeting. Mike Button is optimistic there will be a surplus at years end. He suggested the Board look into paying down some Town debt. Board discussed potential delinquent taxes.

**8. Town Administrator**

a. Susan Elder handed out an updated job description for Town Administrator for the Board to review for the next meeting. She would like to have a budget put together for an initial 20 hour week to go to a 30 hour week when it comes before the voters at Town Meeting. She needs to speak with Jane about her Town Administrator part of the position. She would also like to have VLCT look at it before the Board adopts it. Board discussed different places for Town Offices. Joan Goodrich thanked Susan for all her work on this. No Board action taken.

**b. December Schedule**

Board reviewed the December schedule and decided on no change to schedules.

**9. Judicial Bureau-Enforcements**

Board reviewed descriptions of issuing officers and appearance officers. To be reviewed again at next regular meeting. No action taken.

**10. Approve Orders**

Board reviewed orders. Mike Kuban moved to approve orders as presented with Ruben Hook seconding the motion. All were in favor, so moved.

**11. Adjournment**

Mike Kuban moved to adjourn at 9:10 pm with Ruben Hook seconding the motion. All were in favor, so moved.

Respectfully submitted,  
Karen Lathrop