

## Selectboard Meeting Minutes 12.01.2015

### Attendees:

Carol Olsen            Joan Goodrich            Susan Elder            Ruben Hook  
Dave Bradshaw      Karen Lathrop

### Additions & Deletions

- Sign Bench Sheets under Water/Sewer
- Holiday Pay under Town Admin
- Fire Dept. Request after Highway Department
- PCO's under Town Garage
- Correspondence after Town Administrator
- Delete Sullivan, Powers & Co. item as it is administrative

### Minutes

**Susan Elder moved to accept the 11/16/2015 & 11/18/2015 meeting minutes as drafted, seconded by Joan Goodrich. All were in favor, so moved.**

### Transfer Station

Karen L. reported Charlotte Lowe from CVSWMD would like to come to the Transfer Station on December 12<sup>th</sup> for Outreach to the public about upcoming changes to do with leaf and yard waste and food scrap programs and to complete a survey necessary for a grant application. The Board is pleased to have Charlotte extend some Outreach to the Town and approves the visit. **No action taken.**

### Highway Department

#### a. Town Garage

Dave B. and Karen L. reported that the trouble alarm that was going off at the new Town Garage was due to a missing jack. The electrician has remedied the problem. Dave B. and Karen L. attended the electrical inspection and Fire Marshall inspection during the day and it went well. The Occupancy Permit has been granted. Dave B. reported floors are coming out well. He has concerns about sediment in the water. The Board had concerns about who is responsible for the well at this point. Karen L. reported the last test came in within limits. Board will discuss at the meeting tomorrow for the final punch list walkthrough. Dave B. asked if his COTW duties were complete. The Board stated they might call him

from time to time in the future as he has such extensive knowledge of the building and would like him to be at the meeting tomorrow.

#### **b. Proposed Change Orders**

Karen L. listed three proposed change orders for the Board to look at. PCO 18a is the stairwell revision without contractor costs applied and is in a lesser amount. The Board previously approved the original amount of \$4295.98. The Board reviewed and decided to address at the meeting on 12.2.15 as there is wording they would like added to reflect the invoice change. PCO 22a –well costs- is a revision of PCO 22 the Board voted at a previous meeting. PCO 23- underground conduit for future fuel tank was originally voted up to \$2,200.00. Total expense was \$1446.84. **Joan Goodrich moved to approve PCO 23 in the amount of 1446.84 as submitted with Susan Elder seconding the motion. All were in favor, so moved.**

#### **c. TRORC-VTRANS Grant**

Joan G. reported she had emailed Peter Gregory, Executive Director of TRORC to ask why the Town was not notified before the RFP went out as the Town would be on the Advisory Committee. Mr. Gregory explained this was a task VTRANS requested TRORC to complete for them and he apologized for not letting the Town know.

Joan G. also asked him why the Town had to write a formal request letter to get our Town Plan approved and Mr. Gregory stated that their Board had voted this a while ago and we needed the Town Plan to be approved in order to keep our designated village status and to be able to receive certain grants.

#### **Fire Dept**

Dave B. explained the Fire Dept. has limited space and wanted to start a conversation about storage of items at the drying beds if the Town was not using the space. Board expressed concern about insurance. Karen L. tasked with speaking with VLCT about it and thought the Fire Dept might have to take a rider out with their insurance. The Board would want to speak with Nolan L. before granting permission. Karen L. wanted to know whether the wastewater permit has conditions in it. **No action taken.**

#### **Water/Sewer**

##### **a. Signed Bench Sheets**

**b.** Joan G. spoke about the letters sent out to all users. The Board would have to have voted on it. Karen L. tasked to look at previous meeting minutes to

find out. If it has not been voted then the Board will have to vote it in. Joan G. also willing to be the spokesperson for the water/sewer board when speaking with Jane C. and Nolan L.

## **Town Administrator**

### **a. Holiday Pay**

Karen L. stated Jane C. could not find anywhere in the Personnel Policy whether probationary employees were entitled to holiday pay. She would like the Board to decide and she would pay it retroactively. The Board discussed it and Joan G. moved to instruct the Treasurer to pay Holiday Pay to our probationary employee with Ruben Hook seconding the motion. All were in favor, so moved.

### **b. Orange County Sheriff Contract**

Board reviewed contract. Karen L. explained excel sheet she created showing the hours worked and items being billed for. Karen L. reported the reason for the increase was due to insurance and fuel costs. The Board has more questions to be answered. Joan Goodrich moved to table the contract until the next meeting and invite Sheriff Bohnyak to the meeting seconded by Susan Elder. All were in favor so moved.

### **c. Federal Surplus Contract**

Karen L. explained this contract is late but we renew it every four to five years. Towns may buy surplus federal items at a fraction of the cost. The application contains the names of who may buy using the contract. The Board reviewed the contract. **Joan Goodrich moved to sign the Federal Surplus Contract Application with Susan Elder seconding the motion. All were in favor, so moved.**

## **Budget**

Karen L. handed out the budgets she has received to date. The School sent a letter as it does not have figures necessary to submit a budget as early as the Board has requested. The Board would like to review them before the next meeting. Joan G. would like to have a separate meeting just for budget which Carol O. stated has not historically been done, but is willing to have one. The Board will continue the budget at the next meeting. The Board would like to invite

Jane Cushman to the budget meetings as she might have some answers to Board questions. **No action taken.**

### **Correspondence**

#### **a. TRORC –Stormwater General Permit**

The Board looked over the correspondence and Susan E. noted there is a timeline with outreach to municipalities in the fall of 2015 and winter of 2016. From there they will draft the permit over time. Joan G. stated people should write their legislators, towns will have to pay a \$2000.00 permit fee and very little money will flow back to town. **No action taken.**

#### **b. Rural Fire Protection Task Force Request**

Troy Dare on behalf of the task force is send a request for appropriation in the amount of \$100.00 be placed in the town report. Karen L. as Town Clerk stated he would have to submit a petition like all other requests for appropriations. She will send him the info. **No action taken.**

#### **c. Front Porch Forum Request**

Front Porch Forum is requesting \$100-\$500 appropriation. Board states it is a private company not a non-profit and as such they will not support the request. **No action taken.**

### **Approve Orders**

Board reviewed the orders. **Joan Goodrich moved to approve the orders with Ruben Hook seconding the motion. All were in favor, so moved.**

### **Adjournment**

**Joan Goodrich moved to adjourn with Ruben Hook seconding the motion. All were in favor, so moved. Adjourned at 8:25 PM.**