

Selectboard Meeting Minutes (Draft)
March 29, 2016

Attendees:

Michael Button
Karen Lathrop

Susan Elder

Ruben Hook

Michael Kuban

Meeting came to order at 6:31 pm

1. Adjustments to agenda
 - DRB Hearing R2J –Town Admin
 - Baseball field – Highway
2. Approve Minutes

Susan Elder moved to approve regular meeting minutes of March 3, 2016 with Ruben Hook seconding the motion. So moved.
3. Roberts Poor Fund Request

Mike Kuban move to enter executive session at pertaining to Roberts Poor Fund request with Susan Elder seconding the motion. So moved. Entered at 6:35pm.
Susan Elder moved to exit executive session with Mike Kuban seconding the motion. So moved. Exited at 6:44 pm.
Mike Kuban moved to approve the Robert’s Poor Fund request with Ruben Hook seconding the motion. So moved.
4. Personnel

Mike Kuban moved to enter executive session pertaining to Personnel with Ruben Hook seconding the motion. So moved. Entered at 6:45pm
Susan Elder moved to exit executive session with Ruben Hook seconding the motion. So moved. Exited at 7:01 pm. Board tasked Town Administrator to execute Board decision as pertains to personnel.
5. Water/Sewer Department
 - a. Set Rates

Board reviewed users and added the parsonage and Phyllis Kennedy. Mike Kuban moved to set the sewer rate at \$492annually and water rate at \$326 annually with Susan Elder seconding the motion So moved.
 - b. Amend Ordinance

Board discussion on definitions and past policy on seasonal shut offs. Board to revisit ordinance amendment later in the summer. Board tasked Town Administrator to contact Ms. Lucht from the Department of Environmental Conservation to revisit restructuring the Water/Sewer Billing.
6. Highway Department
 - a. Grant Authorization FY 17 Municipal Highway Grant.

Board reviewed grant applications Ruben Hook moved to grant the Town Administrator authorization to be signatory on FY 17 Municipal Highway Grants contingent upon an award of grant from the State with Susan Elder seconding the motion. So moved.

b. North Common Walkway

Upon review, the Board noted the North Common walkway could potentially become a trip hazard. Town Admin stated she had a conversation with Will Gilman upon the subject to which Will submitted a letter to the Board with four different options to fixing the current issue. The Board reviewed the letter. Concerns about whether material can be brought in to fill The common, if it is in the flood plain. Board discussion toward changing the pathway from its current placement to directing it toward the flagpole and memorial. Board tasked Town Admin to follow up with Will Gilman and Zoning Administrator for more information and will revisit at next regular meeting. No action taken.

c. Ball field Material/Trucking

Mike Kuban asked if the Town would be willing to donate Personnel Time and Truck Time to bring material to the ball field at the Heath Field. Board concerns were placing material in the flood plain. New Draft Flood By Laws are in effect and Town must enforce them and a permit might be necessary. Susan Elder stated more information needed from the Zoning Administrator on the subject. No action was taken.

7. Transfer Station

a. RFP to Hauler letter

Board reviewed the letters submitted by the Town Administrator. Susan Elder moved to approve the letter of Request for Proposal for hauling fees with Ruben Hook seconding the motion. So moved.

8. Appointments

a. Planning Commission – Neil Kennedy, Vacant, Erik Flanders (3yr term)

Mike Kuban stated he had spoken to Erik Flanders and he was willing to stay on the Board. There was discussion on the vacancy created by Kate Willard's resignation. Mike Kuban moved to reappoint Neil Kennedy and Erik Flanders for three year terms with Ruben Hook seconding the motion. So moved. No action taken on vacant seat.

b. Surveyor of Lumber-passed over

c. DRB vacancy- passed over

9. Town Administrator

a. Drug and Alcohol Policy

Susan Elder moved to approve the Drug and Alcohol Policy with Ruben Hook seconding the motion. So moved.

b. Parks Commission By Law Review

Board discussion on lack of people willing to be on Boards. Board noted Town has taken over the work of the Commission and it is time to dissolve the Commission. Susan Elder moved the Selectboard dissolve the Parks Commission with Ruben Hook seconding the motion. So moved.

c. ADA Compliance – Town Hall Restroom

Board needs to review ADA requirements more fully and will revisit the subject at a future meeting. No action taken.

d. RFP for Town Property Mowing

Town Admin submitted request for proposal document for Board review and stated the advertisement would run for the next three issues of The Herald. Ruben Hook moved to approve the request for proposal for Town Property Mowing with Susan Elder seconding the motion. So moved.

e. BAN Renewal

Board reviewed the Bond Anticipation Note Renewal. Ruben Hook moved to sign the renewal of the BAN for \$999,000.00 at 1.37 % per annum with Susan Elder seconding the motion. So moved.

f. Website Update

Town Admin stated compliance with agendas and minutes from committees and commissions. Also noted a meeting with Rachel Sauerwein on March 30, 2016 to discuss the website overall needs. Mike Kuban moved to reinstate the website with Susan Elder seconding the motion. So moved.

g. DRB Notice of Hearing – R2J LLC

Town Admin reported a hearing to be held by the DRB on the R2J LLC property next to the old Town Garage. As the Town is an abutter, they should be represented at the meeting. Michael Button offered to be the Town's Rep at the meeting.

10. Approve Orders

Mike Kuban moved to approve the orders with the additional dispersement from the Robert's Poor Fund per request with Susan Elder seconding the. So moved.

11. Adjournment

Mike Kuban moved to adjourn with Susan Elder seconding the motion. So moved. Adjourned at 8:48 pm.